



The Richland-Lexington Riverbanks Park District ("District") requests the Request for Proposals:

**DESIGN SERVICES
for the
AQUARIUM RENOVATIONS PROJECT**

Riverbanks Zoo and Garden ("Zoo") is seeking a Design Team to lead the Zoo stake holders through the design process for this exciting project and then complete all documentation required for permitting, bidding, and construction. "Design Team" shall be defined as A/E disciplines whether internal to the proposing firm or outsourced including: Lead Architect, LSS Engineer, all engineering disciplines required for project, habitat exhibitry design, as well as local architect if needed for code compliance. This Project will be a world-class, specialized, and very highly visible component of the Zoo. Only the highest quality firms with the greatest strengths in collaboration, problem solving, and responsible performance should expect to be competitive in the selection of the contractor for this Project.

KEY EVENTS / DATES

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|----|--|-----------------------------|
| 1. | Issuance ¹ of Request for Proposals: | April 8, 2020 |
| 2. | Deadline for Questions: ² | April 22, 2020 @ 5:00pm EST |
| 3. | Proposals Submittal Deadline | April 29, 2020 @ 5:00pm EST |
| 4. | Anticipated Date of Selection: | May 13, 2020 @ 5:00pm EST |
| 5. | Anticipated Due Date of Fee Proposal from Selected Firm: | May 20, 2020 @ 5:00pm EST |

¹ This document and any addenda will be issued exclusively via the Owner's web page in electronic format as amendments to the end of the document at <https://www.riverbanks.org/procurement/>.

² Questions will be answered by Addendum TO THIS DOCUMENT as posted on the District web page at <https://www.riverbanks.org/procurement/>. Direct all questions in writing via e-mail to Raymond Brindle, Procurement Manager at rbrindle@riverbanks.org. Please reference "Aquarium Renovations Project" in the subject line so your question can be identified promptly.

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SUBMISSION REQUIREMENTS

Responses shall be submitted to:

AQUARIUM RENOVATIONS PROJECT

Riverbanks Zoo and Garden

Attn: Raymond Brindle

500 Wildlife Pkwy

Columbia SC 29210

Phone: 803.779.8717

All responses shall be submitted electronically to rbrindle@riverbanks.org. The complete response is to be in PDF format as a single file. Please title the file with the name of the Respondent. Respondents shall refrain from direct or indirect communications about this Project to the District or any member of the Lexington-Richland Riverbanks Park Commission, other than through the formal submittal process established by this Request for Proposals (RFP). Failure to comply with submittal requirements may cause the submittal to be removed from further consideration.

Description of Aquarium Renovations Project:

1. Description of Project:

The project will include renovations of the zoo's existing Aquarium as outlined in the attached project proposal and as defined herein.

1.1. New Entry Archway and Building Façade

1.2. New Finishes & Graphics

1.3. South Carolina Exhibit Improvements

1.3.1. Repair Leaking Exhibit

1.3.2. Replace Jewel Box Exhibits

1.4. Tropical Rainforest Improvements

1.5. Repair Leaking Exhibit

1.6. New Interactive Exhibit gallery

1.7. New Jellyfish Exhibit

1.8. Infrastructure Improvements

1.9. IT & Technology Improvements

2. Project Budget:

\$1,400,000 Construction Costs

\$600,000 Soft Costs**

\$2,000,000 Total Project Cost

**soft costs include:

- All A/E fees
- LSS Engineer Fees
- Aquarium exhibitry/theming consultant
- Testing & Permitting
- Owner FF&E
- Construction Manager (including GC's)

3. Project Schedule: See attached schedule

Selection of Design Team:

The Design Team for the Aquarium Renovations Project will be selected through a two-step evaluation process.

Step 1 – Review of Proposals

All proposals received will be reviewed by a *Design Team Evaluation Committee* consisting of members of the Riverbanks Zoo and Garden staff and leadership. The evaluation committee will rank all proposals based upon the following evaluation criteria listed in Step Two, Proposal Format.

Step 2 – Fee Proposal

Based on submitted proposals, the top ranked firm will be notified to submit a Fee Proposal. In the event of a tie in the rankings, all firms with the top score will be notified to submit a fee proposal. The winning firm shall be selected based on the combined total for the Conceptual Design Fee and Design Team Reimbursable Costs as defined in paragraphs 1.1.1 and 1.1.2 of the Fee Calculation section below.

The Fee Proposal of the top-ranking firm will be used as a basis for negotiation of the terms of the design contract.

Upon mutual acceptance of the Fee Proposal, the owner will issue a Notice to Award to the winning firm.

If a mutual acceptable fee cannot be reached in the designated timeframe, the firm's submittal will be rejected, and the zoo will begin negotiations with the next qualifying firm from step 1.

Proposal Format:

All submittals shall be formatted for printing in an 8 ½" x 11" format. The "Information to be included in the submittals" shall be submitted in a clear and concise manner and organized and tabbed according to the general outline below. This will allow the *Design Team Evaluation Committee* to quickly access pertinent information.

Submittal for Construction Management Services General Outline:

1. Letter of Interest (limit to 2 pages)
2. Project History (limit to 10 pages total including photos)
3. LSS Consultant Bio (limit 2 pages)
4. Project Cost Control Plan (limit 2 pages)
5. Exhibitory Development Plan (limit 2 pages)
6. Approach to concept development and workshop facilitation (limit 2 pages)
7. "Green Construction" background (limit to 1 page)
8. Staffing Proposal
9. Evidence of Financial Responsibility
10. Fee Proposal

The submittal shall be a single document and hard copy of submittals shall use "double side" printing wherever possible (each side is considered one page).

Information to be included in proposal:

1. Letter of Interest:

- 1.1. The letter of interest may contain any information outside of that requested in the RFP that is deemed important or beneficial by the proposing firm.

2. Project History:

- 2.1. *Experience as a Design Team:* Identify no more than five (5) projects most similar in scope and/or cost to the Aquarium Renovations Project that you believe will be the most beneficial to you as a Design Team for Riverbanks Zoo and Garden on this project. For each project provide the duration of construction, the final cost, and an owner reference who is familiar with your firm's performance. Also note any of individuals named in your proposed project team that participated as members of the past history project list.

3. LSS Consultant Bio

- 3.1. Provide company information, information on specific staff, and project experience for proposed LSS consultant as well as consultant's role during each phase of design

4. Project Cost Control Plan

- 4.1. It will be the Design Team's responsibility to keep the scope of the project within budget during the design phases of the project. Submit plan for design team to keep the project scope in alignment with the project budget. If the plan involves utilization of an outside firm, provide background of the firm. If the plan utilizes an "in house" estimator, provide background information on estimator.

5. Exhibitry Development Plan

- 5.1. Several of the habitats in the aquarium will need to be completely rebuilt or completely refreshed/repaired. Provide experience with this part of the design, or information on firm to be utilized for this design if it will be contracted.

6. Approach to concept development and workshop facilitation

- 6.1. Working with zoo stake holders during the development and detailing of the design is one of the most important roles of the Design Team. Explain the methods you will use to work with staff, develop creative concepts, and incorporate stake holder input into the design.

7. "Green Construction" Background

- 7.1. Though this project will not be a LEED building, Riverbanks Zoo and Garden is committed to making sustainability a priority in our business activities. Explain how your firm will contribute to this commitment and provide a short summary of your firm's experience and familiarity with LEED buildings, and "Green" building techniques and how you will apply them to this project.

8. Staffing Proposal:

- 8.1. Provide a statement describing your firms approach to staffing the Design process for Aquarium Renovations Project. At a minimum, the statement of approach shall address the following:

- Basis for staffing
- Concept Design staffing plan
- DD/SD staffing plan
- Construction Document phase staffing plan
- Construction staffing plan

1. Provide a "Project Team" organizational chart for the pre-construction through public opening for the project showing all proposed project team members. Clearly identify the key project staff and their functions.

9. Evidence of Financial Responsibility

- 9.1. Provide a current audited financial statement.

Project Requirements/Scope of Services

Provide *Conceptual Design Services* for the Aquarium Renovations. The conceptual design services specifically include, but are not limited to the following items:

1. Design Team is responsible to ensure that the design and the summation of all scope items remains within the limits of the project budget at all times
2. Facilitate conceptual design workshop(s) that will include but not be limited to the following:
 - 2.1. On site review of existing facility and all items in funding proposal
 - 2.2. Review of all existing conservation programs being considered for the new gallery
 - 2.3. Lead the staff through a process of exploring how each of these programs could be the anchor element for the new gallery
 - 2.4. Work with staff to create a new story line and theme for new graphics and interpretive elements throughout the guest experience
 - 2.5. Fully explore and document needs vs. wants with zoo stake holders for each project scope item
3. LSS Consultant role during conceptual design phase:
 - 3.1. Attend workshop(s) to advise staff and design team
 - 3.2. Review systems on site that are proposed for potential improvements or upgrades
 - 3.3. Develop LSS improvement concepts for each scope item as applicable
 - 3.4. Develop monitoring/controls strategy for select critical systems (may be broken down by scope item or may be included in infrastructure)
 - 3.5. Work with design team and project estimator to develop projected costs for LSS concepts being considered for each scope item
 - 3.6. Final product for conceptual design phase: Provide a conceptual design for LSS system improvements/new systems and along with program/scope and budget information for each scope item that is in alignment with overall project budget to be included in A/E team deliverables package
4. Work with staff, design team, estimator, and LSS consultant to refine scope and budget throughout the conceptual design process to keep project in alignment with the \$1.4MM budget
5. Facilitate 50% concept design review workshop remotely utilizing web conferencing technology.
6. Final Product/deliverables for conceptual design phase:
 - 6.1. Complete Conceptual design package that is in compliance with the project budget
 - 6.2. Story line “narrative” for graphics/interpretive/interactives
 - 6.3. Project Estimate: Provide a complete construction estimate including general and specialty trade cost information (including materials, equipment, and labor for each item). Specific cost information to be provided includes but not limited to the following:
 - 6.3.1. Soft Costs (to be provided by Zoo)
 - 6.3.2. All Trade work by scope item
 - 6.3.3. LSS system costs by scope item
 - 6.3.4. LSS system monitoring and automation costs by scope item
 - 6.3.5. Habitat exhibitry repairs/improvements costs by scope item
 - 6.3.6. Glazing repairs/replacement costs by scope item
 - 6.3.7. Waterproofing systems cost for exhibits by scope items
 - 6.3.8. Conceptual Estimate to have a 10% Design Contingency and a 5% Construction Contingency
 - 6.4. Visuals for updates to donor, zoo commission/society board
7. Concept design package will be used for Design team to develop a fee proposal for remainder of design and construction.

1. Project Scheduling:

- 1.1. Zoo will utilize Microsoft Project, to update the schedule with input from the Design Team and maintain an updated overall Aquarium Renovations Project schedule that includes all design/pre-construction, construction, close-out and owner turn-over activities.
- 1.2. The project construction schedule shall include the owner's occupancy requirements showing portions of the project having occupancy priority.

Fee Proposal:

1. Fee Proposal (only to be submitted if selected)

- 1.1. Provide a Fee Proposal for Conceptual Design Services calculated as described below. The Fee Proposal shall be broken down as follows:
 - 1.1.1. Lump Sum *Design Fee for Conceptual Design*
 - 1.1.2. Total *Estimated Reimbursable Costs* for Conceptual Design. Include a detailed listing of estimated reimbursable costs for conceptual design (travel, etc. for workshops) and estimated costs per line item
 - 1.1.3. Estimated Lump Sum Design Fee for SD/DD/Contract Documents/Construction Administration
 - 1.1.4. Total *Estimated Reimbursable Costs* for SD/DD/Contract Documents/Construction Administration. Include a detailed listing of estimated reimbursable costs for conceptual design (travel, etc. for workshops) and estimated costs per line item
 - 1.1.5. Fee percentage to be used for "Adjustments in Fee" as defined in the in item 4 below

2. Contract Draft:

- 2.1. Along with the fee proposal, submit a draft of the proposed contract using a standard AIA contract form as well as all referenced AIA documents and supplemental conditions to the contract.

3. Adjustments in Fee:

- 3.1. The lump sum Design Fee for SD/DD/Contract Documents/Construction Administration shall be reviewed, negotiated, and added to the contract by change order after the completion of the conceptual design allowing the Design Team to base the fee on an accurate concept, scope, and project estimate.
- 3.2. Any unused portion of the "Reimbursable cost" shall be un-billed and considered owner savings.
- 3.3. Adjustments to the reimbursable costs subject to cost limit will be by change order only.

Definitions of Terminology:

For use in preparing proposal, use the following as definitions of terms used within this Request for Proposals:

- *Design Team* - For use in this email and the proposal "*Design Team*" will refer to all A/E disciplines whether internal or outsourced including: proposing firm, LSS Engineer, all engineering disciplines required for project, habitat exhibitry design, and project estimator, as well as local architect if needed for code compliance
- *Scope Items* – the project design and costs will be broken down into the following scope items:
 1. New Entry Archway and Building Façade
 2. New Finishes & Graphics
 3. South Carolina Exhibit Improvements

- Repair Leaking Exhibit
 - Replace Jewel Box Exhibits
- 4. Tropical Rainforest Improvements
- 5. Repair Leaking Exhibit
- 6. New Interactive Exhibit gallery
- 7. New Jellyfish Exhibit
- 8. Infrastructure Improvements
- 9. IT & Technology Improvements
- *Total Project Cost* – The *Total Project Cost* shall include:
 - The cost of all trade work required to be performed by contractor(s)
 - The cost of all owner furnished materials and equipment
 - The cost of all materials and equipment for all owner performed work
 - Design Contingency
 - Construction Contingency
 - Soft Costs including the cost of Construction Manager Fees and reimbursable expenses, Design Team Fees and Reimbursable expenses, and miscellaneous Zoo costs/contracts such as permit fees, property surveys, environmental studies, testing, etc.
- *Conceptual Design Documents*

The documents produced during the first phase of design, in which drawings are the dominant tool and product. Drawings in this phase are composed of single-line floor plans, building sections, elevations, and site plans to depict space allocation, general construction types/methods, and overall layout and must be organized by scope item. In the zoo/aquarium setting, these documents also must convey general animal containment methods, LSS systems/concepts/one-line diagrams, and provide quantifiable back of house holding and exhibit spaces.
- *Schematic Design Documents*

The documents produced during the second phase of design, and will convey an interpretive “storyline” for animal/exhibit projects. The documents include scaled floor plans, building sections, elevations and site plans, as well as three-dimensional perspectives of the exterior, and project models. Outline specifications are also included with the *Schematic Design Documents*. The following project elements/systems must be identified and defined:

 - ⇒ Foundation Systems
 - ⇒ Structural framing systems
 - ⇒ Wall types/systems
 - ⇒ Glazing systems
 - ⇒ Water proofing systems
 - ⇒ LSS Systems
 - ⇒ Doors
 - ⇒ Animal Containment Systems
 - ⇒ Key Equipment such as major LSS components, food service equipment, IT equipment and infrastructure, and HVAC equipment
 - ⇒ Storm and sanitary requirements.
- *Design Development Documents*

The documents produced during the third phase of design in which the decisions made during the schematic design phase are worked out at a scale that minimizes the possibility of major modifications during the construction documents phase. Fully developed site plans, floor plans, interior and exterior elevations, and sections are produced showing all civil/site, architectural, structural, mechanical, and electrical elements. The deliverables of the design development phase are similar to that of the schematic design phase; drawings and specifications that fix and describe the size and character of the project, as well as make any recommended adjustments to align the project with the budgeted cost.

- *Construction Documents*

The *Construction Documents* shall be based upon the approved *Schematic Design/Design Development Documents* and any other adjustments authorized by the Owner, and shall consist of drawings and specifications setting forth in complete detail the requirements for the construction of the project.

Request for Proposals Attachments:

The following documents are attached and considered part of this request and any resulting contracts:

1. Aquarium Renovations Overall Plan Dated 05APR20
2. Aquarium Renovations Project Schedule dated 06APR20

Submission of Proposals:

Submit one pdf copy as a single file of the proposal prepared in accordance with all information and instructions contained herein. If file is too large to email, please email link to file on a file sharing service no later than date and time below.

**Proposals for the Design Services for Aquarium Renovations Project will be received until:
April 29, 2020 5:00 PM EST**

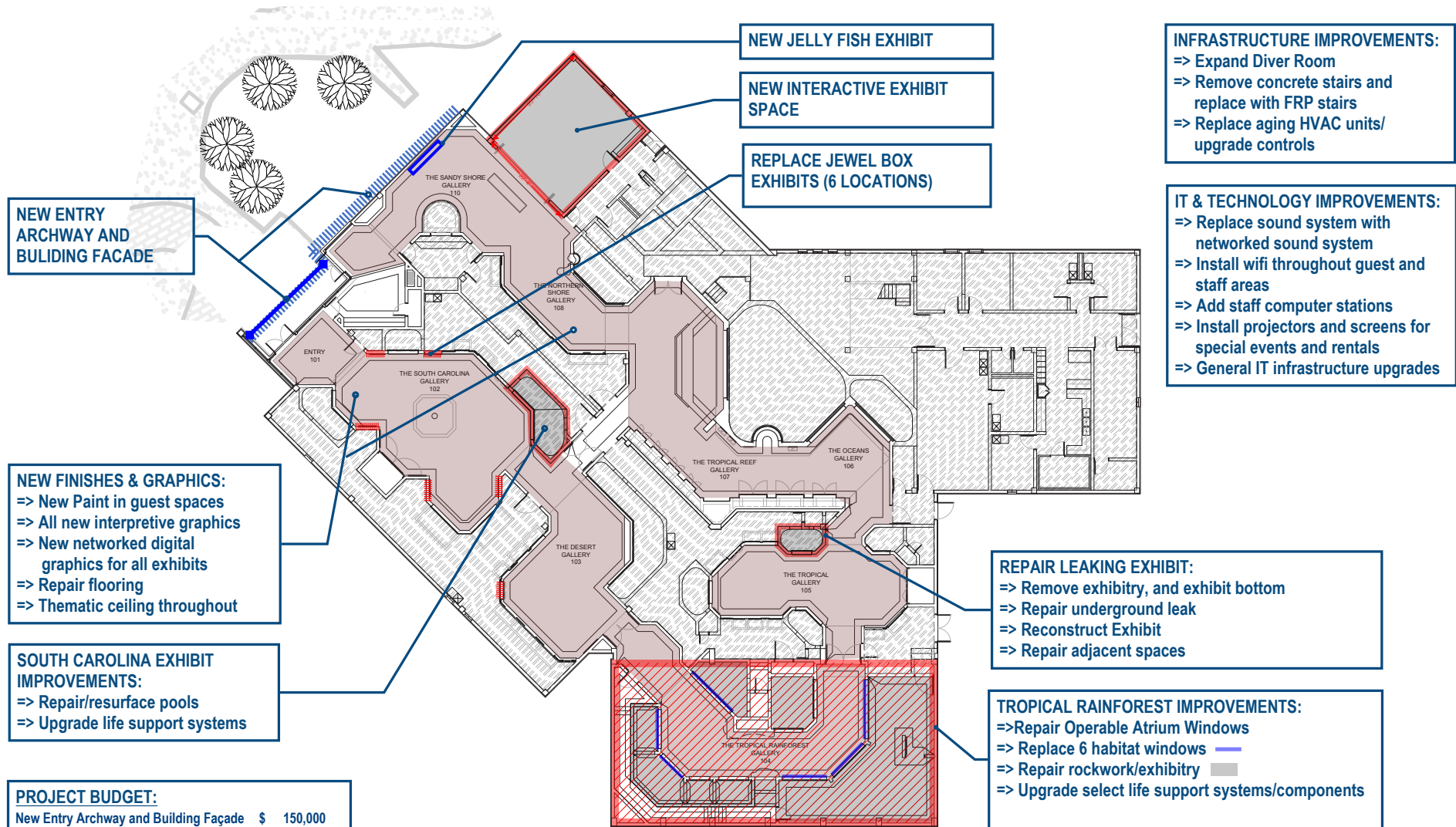
Proposals will be accepted only if received on or before the time stated. A return email will be sent by the Procurement Manager upon receipt of the proposal to confirm that it has been received. If you submit a bid and do not receive a confirmation email please call 803 602 0831.

PROTEST RIGHTS

The District's Procurement Code provides: "Right to Protest. Any actual or prospective bidder, offeror, contractor or subcontractor who is aggrieved in connection with a solicitation, an award, or intended award of a contract or any decision of the Procurement Committee pursuant to Section 4-105, may protest. The protest shall be submitted in writing to the Procurement Committee setting forth the grounds and facts applicable thereto for the protest, within fifteen

(15) calendar days of the date of the issuance of the solicitation, the notification of the award or intended award of a contract, or any decision of the Procurement Committee, as applicable. The rights and remedies granted in this article to a disappointed bidder, offeror, contractor or subcontractor are to the exclusion of all other rights and remedies of such disappointed bidder, offeror, contractor, or subcontractor against the District at common law or otherwise for the loss or potential loss of an award of a contract. The Procurement Committee may in its discretion hold a hearing with notice to all interested parties including the protestor and the apparent successful bidder whose award is being protested."

END OF REQUEST FOR PROPOSALS



PROJECT BUDGET:

New Entry Archway and Building Façade	\$ 150,000
New Finishes & Graphics	\$ 220,000
South Carolina Exhibit Improvements	\$ 75,000
Tropical Rainforest Improvements	\$ 145,000
Repair Leaking Exhibit	\$ 50,000
Replace Jewel Box Exhibits	\$ 60,000
New Interactive Exhibit Space	\$ 360,000
New Jellyfish Exhibit	\$ 75,000
Infrastructure Improvements	\$ 95,000
IT & Technology Improvements	\$ 170,000
Soft Costs based on \$2.0MM project	\$ 600,000 *
Project Total	\$ 2,000,000

* includes A/E fees, CM Costs, Surveys, Permitting, etc.

PROPOSED ENHANCEMENTS

**RIVERBANKS
ZOO & GARDEN**
columbia south carolina

05APR20

