



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

**MECHANICAL ENGINEERING SERVICES
for the
TUSKERS HVAC SYSTEM
RFP 2025-05-04**

The delivery method will be under the framework established in the AIA B103-2017, as may be amended or supplemented during contract negotiations with awardees. This Project will be a specialized and very highly visible component of the Zoo.

RFP KEY EVENTS / DATES

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|----|-----------------------------|-------------------------------|
| 1. | Issue Request for Proposals | May 20, 2025 |
| 2. | Mandatory Site Visit | June 3, 2025 at 10:00 AM EST |
| 3. | Deadline for Questions | June 10, 2025, by 3:00 PM EST |
| 4. | Proposals Due | June 24, 2025 by 10:00 AM EST |
| 5. | Intent to Award Notice | Week of June 30, 2025 |

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 Owner's web page at <https://www.riverbanks.org/procurement/>. Direct all questions in writing via e-mail to Noelle Kelley, Procurement Manager at nkelley@riverbanks.org. Please reference "Tuskers HVAC Mechanical Engineering Services" in the subject line so your question can be identified promptly.

NOTICE TO BIDDERS: There will be a MANDATORY site visit on June 3, 2025, at 10:00 AM (EST.) at Riverbanks Zoo & Garden, 500 Wildlife Parkway, Columbia, SC 29210. Due to the importance of all bidders having a clear understanding of the scope and requirements for this project, *attendance at this meeting will be required.* Any changes that may be agreed upon as a result of this conference will be noted in an amendment to the bid invitation and posted on the Riverbanks Zoo and Garden procurement page. **Each bidder shall fully acquaint himself with conditions relating to the scope and restrictions attending the execution of the work under the conditions of this bid. The failure or omission of a bidder to acquaint himself with existing conditions shall in no way relieve him of any obligation with respect to this bid or to the contract.** All amendments to and interpretations of this solicitation shall be in writing and issued by the Procurement Manager. Richland-Lexington Riverbanks Park District DBA Riverbanks Zoo & Garden (hereinafter known as "the District") shall not be legally bound by any amendment or interpretation that is not in writing.

SUBMISSION REQUIREMENTS

Responses shall be submitted to:

**Tuskers HVAC Mechanical Engineering Services
RFP 2025-05-04
Riverbanks Zoo and Garden
Attn: Noelle Kelley
500 Wildlife Pkwy
Columbia SC 29210
Phone: 803.602.0831**

Proposers shall refrain from direct or indirect communications promoting their Proposal to the Owner or any member of the Lexington-Richland Riverbanks Park Commission, other than through the formal submittal process established by the Request for Proposals (RFP). Failure to comply with submittal requirements may cause the submittal to be removed from further consideration.

Description of Birdhouse HVAC Replacement Project:

Scope of Work:

Riverbanks Zoo and Garden is seeking a mechanical engineering firm to design a full HVAC mechanical build at the Tusker's Restaurant.

Information to be included in Proposal:

1. Letter of Interest:

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

2. Project History:

- 2.1. *Experience as a Contractor or General Contractor:* Identify at least three (3), but no more than five (5) projects most similar in scope and/or cost to the Tuskers HVAC Mechanical Engineering Services that you believe will be the most beneficial to you as a Contractor 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 individuals named in your proposed project team that participated as members of the past history project list.

3. Proposed Timeline

- 3.1. The schedule is imperative to the success of this project.

4. Staffing Proposal:

- 4.1. Provide a statement describing your firm's approach to staffing the *Engineering Services* process for Tuskers HVAC System. At a minimum, the statement of approach shall address the following:
- Basis for staffing
 - Preconstruction staffing plan
 - Construction staffing plan
 - Project closeout staffing plan

4.2. 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. The following proposed team members must be identified:

- 4.2.1. Project Executive
- 4.2.2. Project Manager(s)
- 4.2.3. Pre-construction coordinator/estimator(s)

4.3. Provide background information and resumes for all identified team members.

5. Evidence of Financial Responsibility

5.1. Provide a current audited financial statement.

6. References

6.1. Submit three references from the past five years on similar projects.

Selection of Contractor:

The Engineering Services for the Tuskers HVAC System will be selected through an evaluation process.

Step 1- Proposals and Evaluation Criteria

Your Cost Proposal should include:

- Breakdown of Cost
- All associated costs. All of these items must be submitted as a separate line item.

All proposals received will be reviewed by an *Evaluation Committee* consisting of members of the Riverbanks Zoo and Garden staff. The evaluation committee will rank all proposals received. Proposals will be ranked based upon the following evaluation criteria:

- Completeness of the firm’s response to this Request for Proposal.
- Firm’s experience and performance on comparable projects as a mechanical engineer
- The firm’s staffing proposal
- The experience and ability of the firm’s proposed project staff
- Proposed Timeline
- Proposed Project Cost
- Evidence of financial responsibility
- References

Project Requirements and Scope of Services

1. Provide all services as summarized in the Scope of Work

1.1. Value Engineering:

- 1.1.1. Upon completion of all estimates, if requested by Owner, the Engineer shall assist the contractor and Owner in developing “Value Engineering” alternatives to the design and develop cost saving estimates for each option.

2. Bidding Process:

- 2.1. Engineer shall be responsible for the preparation of the Drawings and Specifications for Bidding Documents
 - 2.1.1. Participating in pre-bid meetings
 - 2.1.2. Evaluating the bids and recommending to Owner those bids which are most consistent with Owner's objectives of cost, time, and quality.
 - 2.1.3. Participating in pre-award meetings

3. Surveying and Testing:

- 3.1. All surveying, materials testing, and soil boring services, if required, shall be bid out, contracted, and managed by the Contractor, but approved and paid by the Owner.

4. Insurance:

- 4.1. Contractor to provide Insurance per Attachment "A"

5. Staffing Selection / Staffing Changes

- 5.1. If an identified Engineer's Project Team member must be replaced at any time during the duration of the Engineering Services, the Engineer must offer a minimum of 3 replacement candidates for the function to be reviewed and interviewed by the Owner, and the Owner has the right to refuse any or all candidates.

6. Engineer's responsibilities regarding Contractors:

- 6.1. The Engineer shall assist the Contractor in the review, evaluation, and documentation of claims.
- 6.2. In collaboration with the Contractor, the Engineer shall establish and implement procedures for expediting the processing and review of shop drawings.
- 6.3. The Engineer shall assist the Contractor in conducting all final inspections.

Submission of Proposals:

Submit four (4) paper copies, one (1) redacted copy and one (1) digital copy of your Proposal.

Submit Proposals in an opaque, sealed package to:

Riverbanks Zoo and Garden
400 Rivermont Drive 29210
Attention: Noelle Kelley, Procurement Manager
Engineering Services for Tuskers HVAC System
RFP 2025-05-04

Company Name
Company Address

Proposals for the Mechanical Engineering Services for Tuskers HVAC System will be received until June 24, 2025, at 10:00 A.M. EST.

Packages sent via express courier, or the normal mail system is a risk. Mail is routed through several departments at the zoo before being delivered to the procurement department. If the Proposal at the zoo, but not delivered to the procurement department at or before the stated time, the proposal will not be considered. The zoo advises that proposals be hand delivered.

PROTEST RIGHTS

Qualification rankings are not subject to protest. For the Proposals, the Owner'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 seven (7) 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 Owner 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

<p style="text-align: center;">ATTACHMENT “A” “INSURANCE REQUIREMENTS”</p>
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The amount and types of insurance required should commensurate with the hazards and magnitude of the undertaking, but in no event of lesser amount nor more restrictive than the limits of liability and schedule of hazards described below. Without limiting its liability under the contract agreement, the contractor shall procure and maintain, at its expense during the life of this contract, insurance of the types in the minimum amounts stated below:

<u>SCHEDULE</u>	<u>LIMIT</u>
<i>WORKERS’ COMPENSATION</i> As required by the State of South Carolina.	Statutory

COMPREHENSIVE GENERAL LIABILITY

Premises Operations	\$1,000,000 (per occurrence)
Single Limit	
Contractual Liability	
Independent Contractors	
Personal Injury	
Products - Completed Operations	

AUTOMOBILE LIABILITY

All Owned, Nonowner, and Hired \$ 600,000 Combined

(per occurrence or tort claim liability, whichever is greater)

The contractor's comprehensive general liability policy shall also include blanket contractual liability coverage or shall be endorsed to cover the liability assumed by the contractor. Said insurance shall be written by a company or companies approved to do business in the State of South Carolina and acceptable to the District. Before commencing any work hereunder, certificates evidencing the maintenance of said insurance shall be furnished to the District. The District, its officials, employees and volunteers are to be covered as insured's as respects: liability arising out of activities performed by or on behalf of the contractor, including the insured's general supervision of the contract; products and completed operations of the contractor; premises owned, occupied or used by the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the District, its officials, employees or volunteers. To accomplish this objective, the District shall be named as an additional insured under the contractor's insurance as outlined above.

The contractor shall take out and maintain, during the life of this contract, the statutory Workers' Compensation and Employer's Liability Insurance for all of his employees to be engaged in work on the project under this contract, and in case any such work is sublet, the contractor shall require the subcontractor similarly to provide Workers' Compensation and Employer's Liability Insurance for all of the latter's employees to be engaged in such work.

Other Insurance: This insurance is primary, and our obligations are not affected by any other insurance carried by the additional insured whether primary, excess, and contingent or on another basis.

Each insurance required by the District shall be endorsed to state that coverage shall not be suspended, voided, canceled by either party, reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the District.

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to all the requirements stated herein.

All certificates and endorsements must be received and approved by the District within ten (10) days after notification of award.

The District, its officers and employees shall be named as an "additional insured" in the Automobile and General Liability policies and it shall be stated on the Insurance Certificate with the provision that this coverage "is primary to all other coverage the District may possess".

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