

Request for Proposal
2025-02-01 Digital Marquee



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

**CONTRACTOR
for the
DIGITAL MARQUEE
RFP 2025-02-01**

The delivery method will be *Contractor* under the framework established in the AIA A101, and A201-2007, 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

- | | | |
|----|-----------------------------|-------------------------------|
| 1. | Issue Request for Proposals | June 24, 2025 |
| 2. | Mandatory Site Visit | July 8, 2025 at 10:00 AM EST |
| 3. | Deadline for Questions | July 15, 2025, by 3:00 PM EST |
| 4. | Proposals Due | July 29, 2025 by 10:00 AM EST |
| 5. | Intent to Award Notice | Week of August 4, 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 "Digital Marquee" in the subject line so your question can be identified promptly.

NOTICE TO BIDDERS: There will be a MANDATORY site visit on July 8, 2025, at 10:00 AM (EST.) at Riverbanks Zoo & Garden, 400 Rivermont Drive, 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.

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SUBMISSION REQUIREMENTS

Responses shall be submitted to:

**Digital Marquee
RFP 2025-02-01
Riverbanks Zoo and Garden
Attn: Noelle Kelley
400 Rivermont Drive
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 Digital Marquee Project:

Scope of Work:

Riverbanks Zoo and Garden is seeking a contractor to build a digital marquee. The contractor shall provide one (1) 30 foot tall 10'6" x 36" digital marquee on the Rivermont Drive and one (1) Digital Marquee to match the footprint of the current sign on the Botanical Garden sign located in West Columbia. Contractor shall include any electrical in their proposal. The contractor shall use attached specifications as guidelines for the new digital marquee. Contractor shall provide all specifications on the proposed digital marquee. Contractor shall ensure that the digital marquee follows all codes and ordinances based on the zoning ordinance and land development regulations for South Carolina. The proposal shall include costs for training of the Zoo's staff and maintenance.

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:* Identify at least three (3), but no more than five (5) projects most similar in scope and/or cost to Digital Marquee project 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. Include any lead times and all phases of work in the proposed timeline.

4. Evidence of Financial Responsibility

- 4.1. Provide a current audited or reviewed financial statement.

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5. References

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

Selection of Contractor:

The Contractor for the Digital Marquee project will be selected through an evaluation process.

Step 1- Proposals and Evaluation Criteria

Your Cost Proposal should include:

- Breakdown of Cost by Trade Package.
- General Conditions cost per calendar day,
- Five (5) percent Construction Contingency. Please note, all construction contingency expenses must be approved by the Owner, and all unused balances must be returned to the owner.
- All associated costs. All of these items must be submitted as a separate line item.

All proposals received will be reviewed by a *Contractor 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
- 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 Contractor shall assist the Owner in developing "Value Engineering" alternatives to the design and develop cost saving estimates for each option.

2. Cash Flow Preparation:

2.1. The Contractor shall prepare a monthly cash flow statements for the project.

3. Project Scheduling:

3.1. The Contractor shall develop and maintain an updated overall Digital Marquee project schedule that includes all design/pre-construction, construction, close-out, and Owner turn-over activities.

3.2. Utilizing the construction project schedules provided by the Contractors, the Contractor shall update the Project Construction Schedule(s) incorporating the activities of the Contractors on the project, including activity sequences and duration, allocation of labor and materials, processing of shop drawings, product data and samples, and delivery of products.

3.3. The Contractor shall update and reissue the Project Construction Schedule(s) as required to show current conditions. If an update indicates that the previously approved Project Construction Schedule may not be met, the Contractor shall recommend corrective action to the Owner and architect(s)

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4. Bidding Process:

- 4.1. Contractor shall be responsible for the entire bidding process including, but not limited to:
- 4.1.1. Determining how the work should be divided, separating out work into multiple bid items and bid packages to afford the Owner the most economical pricing while maintaining the project schedule and quality.
 - 4.1.2. Preparing Bidding Documents
 - 4.1.3. Conducting pre-bid meetings
 - 4.1.4. Identify scope that will be self-performed
 - 4.1.5. Soliciting and receiving competitive bids for the Work to be performed by Contractors
 - 4.1.6. Evaluating the bids and recommending to Owner those bids which are most consistent with Owner's objectives of cost, time, and quality.
 - 4.1.7. Conducting pre-award meetings
 - 4.1.8. Preparing and executing Construction Contracts for Contractors. All bidding documents shall be approved by the Owner prior to publication.

5. Surveying and Testing:

- 5.1. 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.

6. Contractor Payment Application Procedures:

- 6.1. The Contractor shall develop and implement procedures to prepare, approve, and manage all applications for progress and final payments for Sub-Contractors based on the Contractor's Certificates for Payment.
- 6.2. The Contractor shall submit with each Certificate for Payment a list of all contractors, subcontractors, and material suppliers that Contractor knows has furnished labor or materials to the Project. Contractor shall provide copies of lien waivers from each contractor, subcontractor, sub-subcontractor, or material supplier for all work for which the Owner has already made payment.

7. Contract Close-Out:

At the completion of the Digital Marquee project, The Contractor prepares and submits to Owner the following historical data close-out documents:

- 7.1. Shop Drawings: Submit to Owner 2 complete sets of all approved shop drawings that are organized using the CSI specification numbering system. Shop must be submitted to Owner in 8½" x 11" format with references in the 8½" x 11" manual to full size drawings. All original submittals that are resubmitted must be included in the manuals but amended with the most current/approved submittal.
- 7.2. Contractor shall also research all equipment and materials that require keys or special tools to operate. From this research a log shall be developed for tracking each key or tool required for Owner turnover.
- 7.3. Contractor shall research, track and review all required warranties and guarantees required and submit to Owner, arranged in CSI specifications format, in 8½" x 11" format.
- 7.4. Contractor shall coordinate with contractor(s) the submission of all operations and maintenance literature and final equipment testing and start-ups. Contractor shall research, log, and record all required O & M information and final equipment testing and start-ups and submit to Owner. O & M information shall also be formatted with the CSI numbering system.

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8. Record Drawings:

8.1. The Contractor shall maintain, at the project site for the Owner and contractors' use, one updated record copy of all bidding documents and contract drawings and specifications incorporating all addenda, bulletins, change orders, and RFI's marked currently to record changes made during construction. Updates do not include field changes unless they are indicated in one of the above referenced documents. Also, a complete set of approved shop drawings, product data, samples, and similar are required to be maintained at the jobsite.

9. Insurance:

9.1. Contractor to provide Insurance per Attachment "A"

10. Staffing Selection / Staffing Changes

10.1. If an identified Contractor's Project Team member must be replaced at any time during the duration of the Construction Management Services, the Contractor 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 for the following functions:

- 10.1.1. Project Manager
- 10.1.2. Field Superintendent
- 10.1.3. Project Engineer
- 10.1.4. Assistant Superintendent

11. Coordination of Construction impacts on Owner operations:

11.1. During the course of construction, the Contractor shall work with the Owner to research, investigate, and identify the critical operational components that must be maintained during construction. Once identified, the Contractor shall organize and implement plans and procedures to keep these components operational. Guests cannot be compromised by the construction process.

12. Contractor's responsibilities during the warranty period.

12.1. Contractor shall be responsible for the coordination and execution of all warranty claims for each project for a period of one year from the established "substantial completion" date.

13. Contractor Billing Procedures:

13.1. Contractor shall submit to Owner a monthly statement showing in detail all monies paid out, costs accumulated, or costs incurred on account of the cost of construction and reimbursable costs during the previous month, and the amount of the Contractor's Fee then due. Upon the request of Owner, the Contractor shall provide evidence of all reimbursable costs.

13.2. Payments shall be made according to the AIA 101 terms.

Definitions of Terminology:

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

- *Construction Cost* – The *Construction Cost* shall include:
 - The cost of trade contracts managed under this agreement

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- The cost of Contractor's General Condition Items subject to reimbursable cost limit as identified in Attachment B
- The cost of Contractor Fees,
- Cost of any self-performed work
- Construction Contingency
- Inflation

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
Contractor for Digital Marquee
RFP 2025-02-01

Company Name
Company Address

Proposals for the Contractor Services for Digital Marquee will be received until July 29, 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

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**ATTACHMENT “A”
“INSURANCE REQUIREMENTS”**

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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ATTACHMENT “B”
“REIMBURSABLE COST NOT SUBJECT TO REIMBURSABLE COST LIMIT”

The following General Condition items are specifically excluded from the Reimbursable Cost Limit:

- Winter Conditions
- Dumpster charges
- Postage
- Document reproduction
- Building permit fees
- Temporary toilets
- Temporary water hookup
- Temporary fire protection
- Temporary barricades and warning lights
- Maintain temporary roads and traffic
- Ice and drinking water
- Temporary heating
- Temporary road construction
- Temporary security fencing
- Temporary parking lot construction
- Surveying
- Testing
- Soil Borings
- Legal notices/bid advertisements
- Final clean up
- Builders Risk Insurance
- Travel
- Temporary electric hook up and power