



Request for Proposals
Design of Marsh Aviary Rebuild

November 05,2024

Bidders:

You are hereby invited to submit a proposal to the Maryland Zoological Society, Inc. (the "MZS") for The Maryland Zoo Marsh Aviary Rebuild Design Project.

I. Project Overview

The following section is designed to give the prospective Designer an overview of the Owner's current operations.

A. Project Schedule

<u>Item</u>	<u>Date Complete</u>
Design Permitting	
1. Design RFP Distributed	11/05/2024
2. Site Walk	11/19/2024
3. Bids Due	12/06/2024
4. Design Award Contract Approval	03/13/2025
5. Design	07/11/2025
6. Permitting	10/11/2025
Construction	
7. RFP General Contractors Contract approval	10/10/2025
8. Construction	05/11/2026

B. Project Description

The Marsh Aviary Boardwalk was remodeled in 2014 but has experienced severe wood failure as detailed in the attached report prepared by Century Engineering. This Design involves the rebuilding of the Aviary deck similar to the existing plans and the scope document provided but the design team is to identify all ancillary work required to competitively bid the project.

These ancillary design items could include Landscaping, electrical, plumbing, netting, refurbishment of the Bird Nest and Tree, and other associated items to perform the work.

The design team should also investigate alternate construction technique's or methods to eliminate or replace the wood framing with materials having a longer lifespan.

It is the intention of this project to have limited earth disturbance and not file for site plan approval. This project permit is intended to be maintenance with required sub trade permits. If an alternate system for the boardwalk is developed appropriate site plans will need to be designed.

C. HDC

HDC has been retained by OWNER to act as a Program Manager/Owner Representative for this project. All design professionals will have contracts directly with the OWNER.

II. Design

A. Project understanding

The design team for the project is responsible to fully interact with the OWNER. At all times, the team is to provide complete and accurate information to the said professionals. All design documents are to be completely coordinated with all other trades.

The existing drawings will be the Basis of Design, no new features are intended but the Design Team must fully understand the drawings and all associated work related to the Deck Replacement.

B. Programming

Project orientation - The Designer will meet with the OWNER/HDC to gather historical data and determine/agree on budget, schedule and control procedures and understand the Owner's requirements. Sub-schedule/budget The Designer will be responsible for the creation/maintenance of both a detailed design schedule and target construction budget (S.F.) as they relate to their scope-of-work. Detailed cost estimating will be by others.

C. Design

The Design portion will include the finalization of all details required to complete the intended Deck replacement.

1. Field verification

The design team will be responsible for the complete understanding of the existing conditions including but not limited to:

- a. Construction materials
 - b. Unique construction procedures and methods
 - c. Structural and loading capabilities
 - d. Site conditions
 - e. Mechanical, electrical, and plumbing systems
 - f. Incoming services (electrical, plumbing, phone, etc.)
 - g. Dimensions
 - h. Creation/verification of CAD "as-builts" via field measurements
2. Construction documents will consist of detailed drawings, specifications, and all related documents in order to complete the construction work. The construction documents will include, but not be limited to, the following sections:
- a. Master legend
 - b. Demolition plan
 - c. General construction plan
 - d. Structural plan
 - e. Mechanical plan
 - f. Electrical
 - g. Finish plan
 - h. Schedules
 - i. Site plan
3. Detailed specifications are to include, but are not limited to, the following:
- a. Finish material
 - b. Fabrication
 - c. Procurement
 - d. Shipment
 - e. Installation
 - f. Warranties

The final product will be prepared in such fashion that approval by all and any governmental/public agencies will be obtained in a timely manner.

4. Design (Civil Engineering)

The intent is to disturb very limited amount of earth, and no Civil Drawings will be required, the existing Civil Drawings may require notes and modifications to clearly define the Scope of Work, Design Team to engage Civil Engineer as required to meet this requirement.

5. **Design team will have use of full CADD documentation from the original design to complete this project, Designer will be responsible for all Code and jurisdictional requirements and cannot rely on the provided documentation. It is the intent to utilize the existing documentation and provide the proper modifications to define the requested Scope of Work.**

D. Bidding and Negotiation

The Designer will assist with the creation of a contractors' bid package.

The Designer will be responsible for distributing to all parties' clarifications and additional information during this phase. The Designer will be responsible for notifying the OWNER/HDC of any cost changes as a result of this phase. All Requests for Information (RFI's) are to be answered within 48 hours with responses distributed to all bidders.

The Designer will assist with the analysis of the construction quotes and participate with final recommendations to the OWNER.

Designer will make applicable building permit application(s).

E. Construction Administration

The design team will fully support all activities in conjunction with the implementation of the design documents.

The Designer's responsibility to provide basic services for the Contract Administration Phase under this Agreement commences with the award of contracts and terminates at issuance to the owner of the final certificate for Payment and final occupancy approvals.

The Designer shall fully integrate with the OWNER third-party vendors.

The Designer shall be responsible for all appropriate building permits and governmental/landlord approvals.

The Designer shall visit the project premises as deemed necessary to become generally familiar with the progress and quality of the work completed. Based on the observations and evaluations of the Contractors' Applications for Payment, the Designer shall review and certify any amounts due to the Contractors.

The Designer shall attend owners progress meetings – see bid form for number of meetings.

The Designer shall, in a timely manner, review and approve, or take other appropriate action, upon Contractor's submittals (up to 3 reviews) such as shop drawings, sample boards/mock-ups, submittals, product data, samples, testing reports, commissioning reports, air balancing, etc.

The Designer shall review Change Orders and Change Directives, with supporting documentation and data if deemed necessary.

The Designer will be responsible for reviewing and processing all change orders.

The Designer shall respond to all requests for information within a maximum of 48 hours.

The Designer shall provide services in connection with evaluating substitutions proposed by contractors.

The Designer shall issue, in writing, a punch-list and include final punch-list inspection.

F. Project Closeout

The Designer is responsible for the complete closeout of the project. The design team in conjunction with the General Contractor is to provide the OWNER/HDC with all necessary information in order to fully maintain and service the work product. The design team will provide all required support including, but not limited to, the following:

1. As-builts/" Red-lines" on CADD format
2. Warranty/O&M package review
3. Service provider agreements
4. Commissioning of all facilities
5. Punch-list completion certification

The design team will resolve any and all disputes resulting from their work product.

The designer is responsible for designing to the approved budget established and understood by the design team.

The drawings, specifications and other documents prepared by the designer for this Project are instruments of the Designer's service for use solely with respect to this site-specific project and the Owner shall be granted full ownership of all documents prepared by the Designer.

Design team will have use of full CADD documentation from the original design to complete this project, Designer will be responsible for all Code

and jurisdictional requirements and cannot rely on the provided documentation.

G. Staffing/References/Product

Kindly provide a full resume of team members that are staffing the project. The resume should focus on similar projects with references and contacts. It is assumed that the personnel that are identified in your responses will be able to start on the project as described in the project schedule.

Additionally, kindly provide two (2) references for similar projects in the project area.

Finally, please forward a select list of like projects recently completed by the proposed design team.

H. Communication Protocol

1. We request that the Designer appoint a single project manager that can direct his team and fielding all questions, inquiries, etc. from the OWNER/HDC team. All formal communication shall be reduced to writing and distributed appropriately.
2. The Designer will be responsible throughout the project to keep meeting minutes as they relate to their scope of work. All Designer meeting minutes or directives shall be issued no later than 48 hours after a meeting or event.

I. Bid Responses

1. Date/Time/Place - Bids are due according to the schedule provided in this RFP section 1A.
2. The Designer is responsible for the timely delivery of bid material.
3. Pricing is to be a Stipulated Sum. All work products, unless expressly excluded, will be considered included.
4. Kindly provide a schedule that represents your billable rates by position per phase. This rate is to include all taxes, insurance, compensations, etc. No other additional charges will be accepted.
5. Reimbursables are to be passed through at cost 10% maximum.
6. Bid Responses on attached Bidform should be emailed to:

Karl Kranz
Karl.Kranz@marylandzoo.org
Executive Vice President, COO
The Maryland Zoo in Baltimore

Kristen Mills
kmills@hdc-inc.com
HDC, Inc.
2810 O'Donnell Street
Baltimore, MD 21224

Charlie Dunbar
cdunbar@hdc-inc.com
HDC, Inc.
2810 O'Donnell Street
Baltimore, MD 21224

**Vendor is responsible for the timely delivery of bid material.
THE MARYLAND ZOOLOGICAL SOCIETY has the right to reject or accept any
proposal.
This work product is intended solely for the purpose stated and shall not be
distributed to third parties without the prior written consent of THE
MARYLAND ZOOLOGICAL SOCIETY/HDC, Inc.**

J. RFI's

During the bid process, any Request for Information (RFI's) shall be reduced to writing and emailed to:

Karl Kranz
Karl.Kranz@marylandzoo.org
Executive Vice President, COO
The Maryland Zoo in Baltimore

Kristen Mills
kmills@hdc-inc.com
HDC, Inc.
2810 O'Donnell Street
Baltimore, MD 21224

K. Attachments:

1. Bid Form in Excel
2. Scope Document in plan form.
3. Condition assessment Report prepared by Century Engineering.
4. Original project Drawings