

Request for Proposals

ADDENDUM # 1

ISSUED: 09/23/20

BID NUMBER: DNROBF010

The Ohio Department of Natural Resources is requesting Proposals for:

Ohio Department of Natural Resources Interactive Nature Displays for Cowan Lake State Park Nature Center

Attached are page(s) 1 – 5 and 40 - 42 to this Request for Proposals (RFP). Remove the corresponding page(s) from the existing RFP and replace with the attached.

Reason for Addendum. To clarify specifications for additional displays, add building layout specifications, photos, extend the inquiry period and extend opening date to October 6, 2020.

BID OPENING DATE: October 6, 2020

DNROBF010 Ohio Department of Natural Resources Interactive Nature Displays for Cowan Lake State Park Nature Center

***Proposals Submission:** Proposals for Nature Center Displays must be received by 4:00pm on 10/06/2020.

Submit Proposals via e-mail only to: Patrick Means, Agency Procurement Officer Ohio Department of Natural Resources Office of Budget & Finance DNROBFBIDS@dnr.state.oh.us Emails must be titled with the solicitation number: **DNROBF010 Ohio**

Proposals must be submitted in a searchable PDF format.

Department of Natural Resources Interactive Nature Displays for Cowan Lake Nature Center

***Inquiries:** Inquiry period will be extended until September 29, 2020. All inquiries should be submitted a minimum of five (5) working days prior to the opening date through the Procurement website, www.procure.ohio.gov. Locate the “Quick Links” menu on the right, select “Bid Opportunities Search”; Step 1, enter the “Bid Number; Step 2, click “Search”; Step 3, click the “Document/Bid Number.” The “Submit Inquiry” button is at the bottom right of the Opportunity Detail page. Bidders will not receive a personalized e-mail response to their question, nor will they receive notification when the question is answered. Responses may be viewed by clicking the “View Q & A” button located beneath the “Submit Inquiry” button.

Background Information:

Cowan Lake State Park Background Information

Cowan Lake State Park, established in 1968, offers visitors 1,775 acres of recreational land. It provides visitors with a peaceful lake setting complete with scenic inlets, wooded shoreline, and 1,000-foot swimming beach. The 700-acre lake allows only 10-horsepower boats, ideal for anglers, sailors, and those who enjoy paddle sports. Meandering trails through mature woodlands complement Cowan Lake’s natural features. Other features enjoyed by park visitors include a full-service marina with boat rentals, a campground with 254 campsites, a camp store, and ample picnic areas.

Cowan Lake State Park Nature Center

One of the park’s most visited amenities is its nature center, which connects children and adults to nature. It offers educational programming as well as interpretive displays and micro habitats that allow visitors to safely observe up close some of Ohio’s native wildlife. In 2019, the Cowan Lake Nature Center provided 335 hours of education programing for 4,267 participants.

A popular destination for park visitors, the nature center’s displays have become worn and many are no longer relevant to or usable by the audience viewing them. The purpose of this RFP is to have a design builder plan, construct, and install engaging interactive three-dimensional displays and other creative exhibits that can excite and stimulate learning in people of all ages.

It is notable that since the 2020 pandemic, visitations numbers to state parks across Ohio are at record numbers – ODNR anticipates this trend in visitation to continue. Cowan Lake SP nature center’s temporary closure (like all state park nature centers) to help reduce the spread of Covid-19, makes it the perfect time to launch this project. Once nature centers safely reopen, Cowan Lake will be ready to provide park visitors with the very best nature-based educational experiences.

Address for Project Location

Cowan Lake State Park

1750 Osborn Road, Wilmington OH 45177

Scope of Work

The nature center is in a former state park cabin and features approximately 550-square feet of L-shaped interpretive exhibit space. The selected firm will design, assemble, and install engaging, interactive displays and other creative exhibit components that excite and stimulate learning in people of all ages. The ODNR is looking for innovative ideas for the required and optional displays. Offerors must design and deliver four of the seven display themes identified in the list below.

- Two of the highlighted display themes are required to be interactive
- Two other displays identified as required displays can be 2-D wall panels/murals, table-top displays, small dioramas, etc.
- It is notable that some existing displays will continue to be used in the nature center, requiring creative use of the remaining exhibit space
- Displays not only must be interactive and engaging, but also durable. The nature center is heavily used, therefore strong consideration should be given to developing displays that are lasting and include such features as sliding or hinged “reveal” windows and doors, spinning wheels, and other creative tactile components. This does not exclude the use of touch screens, electronics, or A/V related technologies, but those elements should not be overly used
- Literature racks are not to be contemplated as part of the requested displays

Exhibit themes for the Cowan Lake Nature Center,

- Native Ohio pollinators with an emphasis on Monarch butterflies **(required)**
- American Bald Eagles at Cowan Lake **(required)**
- American Lotus **(required)**
- Area’s first settler, William Smalley
- The Adena People, indigenous to the area

**Indicates new proposal opening date and extension of the inquiry period.*

- Geology of Cowan Lake and surrounding region (**required**)
- Promotion of adjacent raptor enclosure*

*ODNR is interested in hearing creative proposals for exterior signage that promotes the adjacent raptor enclosure. Costs for signage is to be included in the bidder's cost proposal.

Offerors will provide the following:

- Explain your firm's understanding of the objectives of the project and the approach you will use to reach these objectives
- Concepts/designs for interactive nature displays. Include how display style meets the requirement for being interactive
- Experience and qualifications that highlight relevant work – specifically any for museums or nature centers. Share primary reasons the offeror should be selected for this project
- Examples of interactive displays created by the offeror, provided via web links or as attached photos
- Timeline for project that includes key dates, such as design completion, assembly, and installation.
- Table of organization for design team and project manager's experience. Also, company staff who will build, and install all displays

Site Visit and Point of Contact

Prior to submitting a bid response, offerors are encouraged to visit the Cowan Lake Nature Center, Cowan Lake State Park, 1750 Osborn Road, Wilmington, OH 45177.

Site visits available by appointment only: 9/10/20, 9/11/20, 9/15/20 and 9/16/20.

To schedule an appointment, contact:

Laura Briggs, (614) 290-1396, Laura.Briggs@dnr.state.oh.us

Once a contract is awarded, failure of the bidder to have requested a site visit to become familiar with the facility and requirements of the bid will be insufficient reason to support any request to be released from the contract.

Floor Plan and Photos or Cowan Lake Nature Center

See the end of this document for photos and floor plan of the Cowan Lake Nature Center.

Deliverables

- Design of all displays shall be completed within 35 days of receiving a purchase order
- Fabrication and installation must be completed no later than March 26, 2021

Required displays: Ohio Pollinators, Bald Eagles of Cowan Lake, American Lotus, and Geology of Cowan Lake, meeting the requirements outlined in the Scope of Work.

Budget The estimated budget for the Nature Displays is between \$90,000 and \$100,000. See note after cost proposal, concerning additional displays.

***Delivery Contacts and Location**

Melissa Clark, Park Manager: 937-408-8554
 Amanda Wolski, Park Naturalist: 614-306-4913
 Ohio Department of Natural Resources
 Cowan Lake State Park Nature Center
 1750 Osborn Road, Wilmington, OH 45177

**Indicates change to ship to information.*

The scale below (0-5) will be used to rate each proposal on the criteria listed in the Technical Proposal Evaluation table.

DOES NOT MEET 0 POINTS	WEAK 1 POINT	WEAK TO MEETS 2 POINTS	MEETS 3 POINTS	MEETS TO STRONG 4 POINTS	STRONG 5 POINTS
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DNR will score the Proposals by multiplying the score received in each category by its assigned weight and adding all categories together for the Offeror’s Total Technical Score. Representative numerical values are defined as follows:

DOES NOT MEET (0 pts.): Response does not comply substantially with requirements or is not provided.

WEAK (1 pt.): Response was poor related to meeting the objectives.

WEAK TO MEETS (2 pts.): Response indicates the objectives will not be completely met or at a level that will be below average.

MEETS (3 pts.): Response generally meets the objectives (or expectations).

MEETS TO STRONG (4 pts.): Response indicates the objectives will be exceeded.

STRONG (5 pts.): Response significantly exceeds objectives (or expectations) in ways that provide tangible benefits or meets objectives (or expectations) and contains at least one enhancing feature that provides significant benefits.

Evaluation criteria:

Total allowable technical points	1075
Project cost allowable points	215

Criterion	Weight	Rating (0-5)	Extended Score
Offeror Profile and Prior Experience			
1. Company history and years of experience designing and installing nature center displays.	20		
2. Demonstrate a consult, design, and construct of nature center displays or similar projects. Provide examples, with descriptions. Submit examples as web links or photos.	25		
3. Explain reasons why your firm should be selected for this project.	20		
Scope of Work (Work Plan)			
1. Define methodology for working with the ODNR to successfully achieve display design, assembly and installation. For example, communication and transfer of ideas and plans.	40		
2. Provide the names, table of organization, and experience of project staff who will design, assemble and install the nature displays. Include contact information for project team	35		

members.			
3. Demonstrate options for interactive components envisioned for this Nature Center’s displays.	40		
4. Summarize the offeror’s concepts for two of the required displays: Ohio’s pollinators and Bald Eagles.	30		
References			
1. Provide two or more references from nature centers and/or museums.	5		

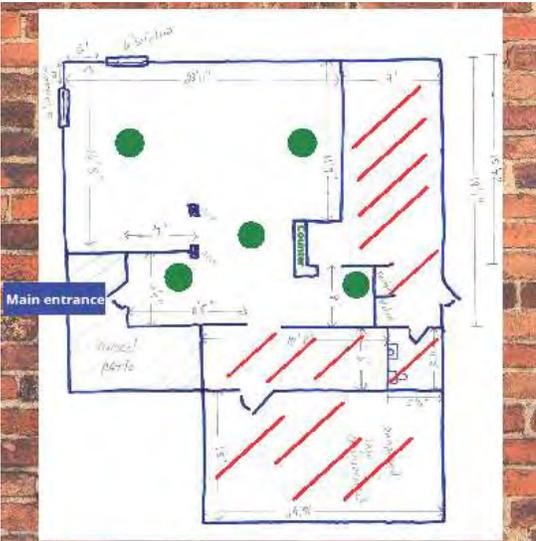
Cost Proposal:

	Total cost for design, build and installation of nature display	Date of installation completion.
Ohio’s Pollinators	\$	
Bald Eagles	\$	
American Lotus	\$	
Geology of Cowan Lake	\$	
Signage for raptor center	\$	
Additional Displays from the list of themes. Provide a cost per display (will not be part of the cost proposal evaluation)	\$	

*NOTE: The ODNR may request additional displays from the list of themes for installation at Pymatuning State Park in Andover, OH. An existing building within that state park is in process of being converted to a nature center. It will offer about 500 square feet of display area, some of which will be taken up with existing displays. The desired additional displays would be purchased with funds from the currently budgeted \$90,000 to \$100,000. Purchase of these displays will be based on the Cowan Lake cost proposal.

**Indicates Pymatuning State Park as another nature center where new displays are desired.*

*Image of Pymatuning Nature Center and floor plan and areas for potential display.



Cost Proposal Points. to calculate the Offeror's Cost Proposal points after the Offeror's total technical points are determined, using the following method:

Cost points = (lowest Offeror's cost/Offeror's cost) x Maximum Available Cost Points as indicated in the "Scoring Breakdown" table. The value is provided in the Scoring Breakdown table. "Cost" = Total Not to Exceed Cost identified in the Cost Summary section of Offeror Proposals. In this method, the lowest cost proposed will receive the Maximum Available Cost Points.

The number of points assigned to the cost evaluation will be prorated, with the lowest accepted cost proposal given the maximum available points possible for this criterion. Other acceptable cost proposals will be scored as the ratio of the lowest price proposal to the proposal being scored, multiplied by the maximum available points possible for this criterion.

An example for calculating cost points, where Maximum Available Cost Points Value = 60 points, is the scenario where Offeror X has proposed a cost of \$100.00. Offeror Y has proposed a cost of \$110.00 and Offeror Z has proposed a cost of \$120.00. Offeror X, having the lowest cost, would get the maximum available 60 cost points. Offeror Y's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$110.00 (Offeror Y's cost) equals 0.909 times 60 maximum points, or a total of 54.5 points. Offeror Z's cost points would be calculated as \$100.00 (Offeror X's cost) divided by \$120.00 (Offeror Z's cost) equals 0.833 times 60 maximum available points, or a total of 50 points.

Invoicing requirements

The following instructions must be followed for invoicing.

Invoices Origin-DNR-XXX (A unique number will be provided with each invoice.)

All invoices must be submitted DIRECTLY to Ohio Shared Services (OSS).

There are three options available to submit invoices to OSS:

- EMAIL the invoice to: invoices@ohio.gov
- FAX the invoice to: 1-614-485-1039
- MAIL the invoice to: Ohio Shared Services, PO Box 182880, Columbus, Ohio 43218-2880

In order to process your invoice, please make sure all the required information listed below is on your invoice before submitting it to OSS or they will be returned for not being a proper invoice.

1. Must include the Purchase Order (PO) number assigned. You may shorten it to the last five digits.
2. Supplier full name as it appears on your PO.
3. The Ship to and/or service facility name and full address

*Indicates addition of floor plan for Pymatuning State Park Nature Center.

4. Unique invoice number
5. Date of service or date work was completed.
6. Complete itemization of services performed, materials or goods supplied and/or labor furnished.
7. Line charge(s). If parts are included, please break out the line charges with product and charges separately.
8. No State of Ohio sales tax
9. Remit to address must match our records for payment
10. This PO is only valid for the goods and/or services received through June 30, 20XX.
11. Any goods/services received after June 30, 20XX will require a new PO.

All fields mentioned above are required to count as a correct invoice; failure to provide this information will result in a returned invoice and delayed payment.

Contract Negotiations. Negotiations will be scheduled at the convenience of DNR. The selected Offeror(s) are expected to negotiate in good faith.

General. Negotiations may be conducted with any Offeror who submits a competitive Proposal, but DAS may limit discussions to specific aspects of the RFP. Any clarifications, corrections, or negotiated revisions that may occur during the negotiations phase will be reduced to writing and incorporated in the RFP, or the Offeror's Proposal, as appropriate. Negotiated changes that are reduced to writing will become a part of the Contract file open to inspection to the public upon award of the Contract. Any Offeror whose response continues to be competitive will be accorded fair and equal treatment with respect to any clarification, correction, or revision of the RFP and will be given the opportunity to negotiate revisions to its Proposal based on the amended RFP.

Top-ranked Offeror. Should the evaluation process have resulted in a top-ranked Proposal, DNR may limit negotiations to only that Offeror and not hold negotiations with any lower-ranking Offeror. If negotiations are unsuccessful with the top-ranked Offeror, DNR may then go down the line of remaining Offerors, according to rank, and negotiate with the next highest-ranking Offeror. Lower-ranking Offerors do not have a right to participate in negotiations conducted in such a manner.

Contract Award. DNR plans to award the Contract based on the schedule in the RFP, if DNR decides the Project is in the best interests of the State and has not changed the award date.

Contract. **If this RFP results in a Contract award, the Contract will consist of this RFP including all attachments, written addenda to this RFP, the Contractor's accepted Proposal and written authorized addenda to the**

The Following pages contain the floor plan and images of the Cowan Lake Nature Center

Cowan Lake Nature Center

