



August 6, 2021
RFQ Number: 2021-01
Interpretive Signage & Exhibitory Concept Design Services

Below are received questions and the district's responses:

- QUESTION:** We would like to request an email submittal, and can you provide directions/approval? Page 1 of your RFQ document states "email transmittals of the RFQ may be made upon request. Later on, the page it states "emailed RFQs are not acceptable." Would we be able to email our RFQ submittal as a PDF? Please advise if you'd prefer hard copies instead.

ANSWER: Please see page 1 of the RFQ which states that we will receive responses for "Request for Qualifications for Interpretive Signage & Exhibitory Concept Design Services" until **August 23, 2021, by 3:00 p.m.** at the Chino Basin Water Conservation District, located at **4594 San Bernardino Street, Montclair, California 91763**. All responses must be **submitted by mail or dropped off at the District Office** in a sealed envelope and contain the words "Response to Request for Qualifications for INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES for the Chino Basin Water Conservation District."

It is the responsibility of the respondents to make sure the RFQ is in the possession of the Senior Administrative Assistant, Chino Basin Water Conservation District, prior to the date and time indicated. Otherwise, the RFQ response will be rejected and not considered

- QUESTION:** Do you have specific fabricators you plan to use – e.g., those who did past work? Do you plan to pay fabricators & installers directly?

ANSWER: We plan to use the same fabricator that created the original set of signs. This will allow us to confidently be able to re-use all sign bases using the same embedded receiver and bolt system. We will have some flexibility on changing sign sizes and anticipate installing a few new bases as needed. We plan to pay the fabricators directly. Reuse of the bases will allow our facilities staff to complete the installation. They will be able to add the additional bases as needed.

- QUESTION:** It is our impression that you are asking for interpretive planning as part of this scope (in addition to the design and oversight of the interpretive signs), is that correct?

ANSWER: Yes, that is correct.

4. **QUESTION:** Are you looking to re-use some of the existing content or images on the signs, or are you imagining a complete overhaul?

ANSWER: This will be a complete overhaul. Our Conservation Programs Manager has developed extensive educational materials related to this content, primarily in the form of workshops. He will be able to provide content, draft text, topic expertise, and photography as needed for the range of topics likely to be covered by the outdoor signs.

5. **QUESTION:** Do you have an overall budget in mind?

ANSWER: As a government agency, our Board of Directors has allocated \$130,000 in the adopted FY 2021/22 Operating Budget. This amount includes the totality of the cost to see to fruition sitewide interpretative design and fabrication of garden signage.

6. **QUESTION:** Do you have a current deadline for any elements to be completed/installed or any specific schedule?

ANSWER: Funding for the interpretive planning and design of outdoor signage is in our FY 2021/22 Operating Budget, ending on June 30, 2022. Our current goal is to complete the scope of work for the outdoor signage project with the selected consultant by June 30, 2022. There is currently no timeline or set budget associated with the Lobby project.

7. **QUESTION:** Is it possible to provide us with images, sq. ft., floorplan & other details of the Lobby and existing displays?

ANSWER: You can view images of the current lobby and existing displays by clicking on the link below:

<https://www.cbwcd.org/DocumentCenter/View/3320/Lobby-Renovation>

8. **QUESTION:** Can you provide the Brand Guidelines?

ANSWER: You can access the District's branding guidelines by clicking on the link below:

https://www.cbwcd.org/DocumentCenter/View/3319/CBWCD-BrandGuidelines_FINAL

9. **QUESTION:** In Section 14.3, you ask for two references for each key staff member. We can understand where you'd like to have references for any sub-contractors who have their own projects and clients, but do you need separate references for people on staff (most of whom collaborate on client projects?)

ANSWER: The references we are requesting are for key staff members, in other words, those people who will be the "project manager" and point of contact for our staff. Also, for references of staff who you feel put your company's knowledge in a competitive edge of expertise over those who may also respond to the RFQ.

10. QUESTION: In Appendix A: Preliminary Scope of Work. If we were to be interviewed and then asked to prepare an RFP submittal, we're assuming our scope and budget would not include the ultimate physical fabrication and installation of signage. If hired, we're assuming we'd ultimately help CBWCD develop a scope for fabrication and installation and help procure bids for these services. Please confirm.

ANSWER: This is correct. CBWCD will contract with and pay the fabricator directly.

11. QUESTION: In Section 3 of the Scope of Work you describe the need for creating exhibits for the visitor lobby. Would that scope assume replacing all existing exhibitry? Can we assume that if we were to be asked to submit an RFP for this work that we would be able to do a "walkthrough" of the existing space with CBWCD staff to get more detail on the goals and wishes for new exhibits in order to provide the most accurate estimate for developing the preliminary plan?

ANSWER: If there is an RFP released for the Visitor Lobby the scope will be to switch out some of the exhibits with a couple of interactive exhibits. At that time, there will be an opportunity for a walkthrough and more details available. The potential Lobby project is separate from the outdoor interpretive planning and signage project. The Lobby project would not be in fiscal year 2021-22.

You can view images of the current lobby and existing displays by clicking on the link below:

<https://www.cbwcd.org/DocumentCenter/View/3320/Lobby-Renovation>

12. QUESTION: We understand you may publish amendments to the RFQ. We would like to receipt notice of such amendments and will send PDF request form in a separate email.

ANSWER: Based on the questions received from the RFQ, CBWCD will **not** be issuing any Amendments.

As a reminder, the Chino Basin Water Conservation District will receive RFQ's at our office located at **4594 San Bernardino Street, Montclair, CA 91763** up to **3:00 p.m. on Monday, August 23, 2021**.

At the conclusion of the RFQ process, the District will invite a list of qualifying candidates to submit proposals based on a Request for Proposal. Only those consultants that participated in the RFQ process will be eligible to be invited to participate in a future RFP process.

Firms that are invited to submit bids under an RFP process will be asked to submit a fee schedule. Compensation/Fee for this contract will be based on firm fixed hourly rates subject to an overall contract cap including the reimbursement of other direct charges. The rates will be fixed for the duration of the PROFESSIONAL SERVICES AGREEMENT (PSA). Any changes in the hourly rate charges will require the District's advance written approval. For more information, please reference Section 14.6 Fee Schedule of the RFQ.

No addendum has been issued for this RFQ.