

Request for Qualifications
for
Interpretive Signage/Exhibitory Concept
Design Services

RFQ Number: 2021-01



Chino Basin Water Conservation District

July 19, 2021

- Questions regarding RFQ due **August 3, 2021**
- Statement of Qualifications due by **August 23, 2021 by 3:00 p.m.**
- Interviews will be tentatively scheduled the week of **Week of September 7, 2021**
- Approval of List of Qualified Bidders by September 13, 2021
- Release of RFP by September 14, 2021

Table of Contents

NOTICE FOR PUBLICATION	1
NOTICE TO RESPONDENTS	2
1. INTRODUCTION	4
2. REQUIREMENTS FOR INTERPRETIVE SIGNAGE/EXHIBITRY CONCEPT DESIGN SERVICES	4
3. SCHEDULE OF RFQ EVENTS.....	5
4. PERIOD OF PERFORMANCE	6
5. STATEMENT OF QUALIFICATIONS	6
6. COST OF RFQ PREPARATION.....	6
7. WITHDRAW OF RFQ	6
8. GENERAL TERMS AND CONDITIONS	7
9. KEY PERSONNEL	7
10. CONTRACT TYPE (TIME AND MATERIALS).....	7
11. SCOPE OF WORK.....	7
12. NEGOTIATIONS AND AWARD.....	7
13. PREPARATION OF RFQ	8
14. REQUIRED CONTENT AND FORMAT OF STATEMENT OF QUALIFICATIONS.....	8
15. EVALUATION PROCESS AND CRITERIA.....	9
16. NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL OFFERERS	10
17. ADDITIONAL INFORMATION	10
APPENDIX A – PRELIMINARY SCOPE OF WORK	
APPENDIX B – PROFESSIONAL SERVICES AGREEMENT ("PSA")	
APPENDIX C – DISQUALIFICATION QUESTIONNAIRE	
APPENDIX D – DISCLOSURE OF GOVERNMENT POSITIONS	
APPENDIX E – EX PARTE COMMUNICATIONS CERTIFICATION	
APPENDIX F – REFERENCES	

NOTICE REQUESTING STATEMENT OF QUALIFICATIONS FOR:

CHINO BASIN WATER CONSERVATION DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ) FOR INTERPRETIVE SIGNAGE & EXHIBITRY
CONCEPT DESIGN SERVICES

The **CHINO BASIN WATER CONSERVATION DISTRICT**, hereinafter referred to as the **DISTRICT**, will receive responses for "Request for Qualifications for Interpretive Signage & Exhibitry 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.

Email transmittals of the RFQ may be made upon request. All requests shall be addressed to Jerry Mireles, Senior Administrative Assistant at jmireles@cbwcd.org stating the company name, address, contact name, title, and telephone numbers.

The envelope containing the RFQ must be sealed 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.

RFQs received after the deadline will be considered late. Late RFQs will not be accepted and will be returned to the proposer unopened. Faxed or emailed RFQs are not acceptable.

NOTICE TO RESPONDENTS

In addition to invitations issued to prospective respondents the RFQ will be posted on the District's website to solicit additional responses from any other interested consultants.

There may be one or more amendments to this solicitation. In order to receive copies or notices of any such amendments, you must provide the information requested below to: Jerry Mireles, at jmireles@cbwcd.org. The District will send amendments only to those firms that complete and return this form in a timely manner. The return of this requested information form may be made by e-mail only.

RFQ FOR INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES

Company Name: _____

Mailing Address: _____

(City) (State) (Zip)

Telephone Number: _____

Fax Number: _____

Contact Person: _____

E-mail Address: _____

Amendments will be issued via email only. Any alteration to the documents by the respondent may be grounds for rejection of the RFQ or cancellation of any subsequent award.

REQUEST FOR QUALIFICATIONS ("RFQ") FOR INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES FOR THE CHINO BASIN WATER CONSERVATION DISTRICT

The Chino Basin Water Conservation District (District) has a publicly accessible headquarters located at 4594 San Bernardino Street, Montclair, CA 91763. The headquarters include a lobby with interactive display, a waterwise demonstration garden, a park with an arboretum, and a native chaparral and oak woodland area. The District is seeking to enhance the community learning experience while using the park and gardens and to communicate to visitors the concepts of water resource management, replenishment, and conservation.

The District would like visitors to leave headquarters with an understanding that they use water from our local aquifer, the Chino Groundwater Basin, and to know how water is stored in that aquifer for their use. Visitors should feel inspired to take steps to save water at home, including installing native and waterwise landscapes and gardens where possible, and be invited to further engage with the District by signing up for "The Drop," the monthly newsletter, taking gardening and other workshops, and attending District events.

The District is seeking to update its outdoor interpretive signage. Outdoor interpretive signage will be updated and installed in the gated demonstration garden, arboretum surrounding the lawn area of the park, the basin overlook to the north of the park, and in the native chaparral and oak woodland that borders the San Antonio Creek Channel. Additionally, the District is considering the installation of new street signage to increase the facility's visibility to passersby and to welcome visitors. The District is also considering designing a hands-on, interactive display in the lobby focusing on the Chino Groundwater Basin, concepts of watershed management, and groundwater replenishment. The goal of the lobby project is a preliminary design that could be used to attract funding, either through grants or private donations.

Interpretive media should engage visitors and employ different learning styles and innervate different sensory experiences. Materials to be provided should detail options for both English and Spanish. The exhibit experiences in the lobby must be designed in an ADA compliant manner.

It is anticipated that described content, design theme, existing materials, and unifying elements will be addressed in responses to this RFQ. The ultimate goal of the Consultant will be to further develop the educative themes and narratives and carry out the interpretation of key messages through the Consultant's/District staff's chosen media. The goal of the RFQ will be to:

- Provide illustrative and descriptive examples of the Consultant's prior experience; and
- Demonstrate the Respondent's project management and delivery capabilities (particularly in project of similar size and scope).

The headquarters project elements are listed together with the goal of creating a unified look throughout the property to enhance visitor experience and engagement. Some design elements, such as the design for the lobby, will be created for the purposes of pursuing funding.

A detailed description of the project can be found in **APPENDX A**, Preliminary Scope of Work.

1. INTRODUCTION

This RFQ is intended to procure professional services for Interpretive Signage & Exhibitory Concept Design Services for the Chino Basin Water Conservation District, which is a public agency whose goal is the protection of the Chino Groundwater Basin (Basin) in order to guarantee that current and future water needs will be met. The Basin is protected by the capture and percolation of waters through the District's network of channels and basins. Water Conservation education is provided to individuals and organizations within the service area which, encompasses all or portions of the following cities: Montclair, Chino, Ontario, Upland, Rancho Cucamonga and Chino Hills to further promote the efficient use of our water resources.

2. REQUIREMENTS FOR INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES

After reviewing responses to the Request for Qualifications, the District will invite candidates to a verbal presentation and interview. Following the verbal presentation and interview, 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.

Past experience in performing similar services will be a heavily weighted factor in the selection process. Quality of performance on previous contracts; ability to meet schedules and budgets; ability to communicate well with District staff, other agencies, and other consultants, will be some of the attributes and factors considered.

The consultant and sub-consultants working for the consultant shall have full understanding of a wide variety of project types and requirements, in order to complete various types and sizes of projects issued by the District.

All firms participating in this RFQ process will be required to submit the following information:

- The legal name of your company, address, and telephone number.
- The year your present company was established as currently being operated.
- The company's current number of personnel.
- Describe the structure of your organization (i.e. whether an individual, partnership, corporation, joint venture, etc.).
- The firm's current annual dollar volume of work.
- A list of contracts that the consultant has had with public agencies, NGO museums and/or botanical gardens during the past five years.
- Identification of the principal contact with the District.
- The name, address, and telephone number of the person to whom correspondence should be directed.
- A representative listing of clients with up-to-date contact information that have received similar services for Interpretive Signage & Exhibitory Concept Design

Services projects as described in this RFQ. Email address of reference clients that the District can contact for reference checks.

- Resumes.

3. SCHEDULE OF RFQ EVENTS

It is the goal of the District to select consultants by September 2021. In preparation for that action, the following schedule of events have been prepared.

Release of RFQ	July 19, 2021
Deadline for Written Questions	August 3, 2021
Responses to Questions	August 6, 2021
RFQs are Due	August 23, 2021 by 3:00 p.m.
Interviews	Week of September 7, 2021
Approval of List of Qualified Bidders	September 13, 2021
Release of RFP	September 14, 2021

**All dates are subject to change at the discretion of the District.

All questions, requests for clarifications, changes, exceptions or deviations to the Scope of Work set forth in this RFQ must be submitted **via email**:

Jerry Mireles
Chino Basin Water Conservation District
Email: jmireles@cbwcd.org

The District will respond to all written questions, if applicable, by issuing a written addendum. Prospective firms are encouraged to submit the respondents contact form to receive any addenda.

4. PERIOD OF PERFORMANCE

Performance under a Professional Services Agreement entered into pursuant to this RFQ is intended to commence after **November of 2021** and extend for a period two years with the option of three one-year extensions.

5. STATEMENT OF QUALIFICATIONS

Three (3) copies of the RFQs, including one copy containing an original signature, must be provided no later than **August 23, 2021 by 3:00 p.m.** Submittals received after this time will not be accepted and will be returned unopened.

All submittals should be clearly marked with the submittal address as follows:

Chino Basin Water Conservation District
Attention: Jerry Mireles
4594 San Bernardino Street
Montclair, CA 91763

RFQ Submittal for:

Request for Qualifications for
INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES
for the Chino Basin Water Conservation District

6. COST OF RFQ PREPARATION

The District reserves the right to amend, withdraw and cancel this RFQ. The District reserves the right to reject all responses to this RFQ at any time prior to contract execution. The District reserves the right to request or obtain additional information about any and all responses.

The District shall not be liable for any pre-contractual expenses incurred by any consultant preparing a submittal or portions thereof or by any selected consultant. Each consultant shall protect, defend, indemnify, and hold harmless the District from any and all liability, claims, or expenses whatsoever incurred by, or on behalf of, the entity participating in the preparation of its response to this RFQ. Pre-contractual expenses are defined as expenses incurred by consultants, if any, in:

- Preparing the RFQs and related information in response to this RFQ
- Negotiations with the District or any matter related to this procurement
- Costs associated with interviews, meetings, travel or presentations
- All other expenses incurred by a consultant prior to the date of award and a formal notice to proceed

7. WITHDRAW OF REQUEST OF QUALIFICATIONS

Request of Qualifications may be withdrawn by written notice received by the District at any time prior to the submittal deadline.

8. GENERAL TERMS AND CONDITIONS

Appendix B contains a copy of the District's Professional Services Agreement (PSA). Each prospective consultant is expected to review the general terms and conditions and acknowledge their acceptance of Appendix B in the RFQ cover letter. The District reserves the right to further clarify the terms and conditions. **Consultants may suggest changes during the written questions period for the RFQ process for review by legal counsel.**

9. KEY PERSONNEL

It is imperative that the key personnel providing the requested services have the background, experience, and qualifications to provide the services described in this RFQ. The District reserves the right to approve all key personnel individually and all sub-consultants for work on this contract. The consultant must identify all proposed key personnel. The RFQ shall include a table for key personnel showing their availability to provide various Interpretive Signage & Exhibitory Concept Design Services. Additional staff including but not limited to sub-consultants shall be part of team.

All key staff shall be named in the contract. After the contract is signed, the consultant may not replace key staff without written agreement by the District. The District must approve the replacement of key staff members before a substitute person is assigned to this Interpretive Signage & Exhibitory Concept Design Services contract. The District reserves the right to request that the consultant replace a staff person assigned to the contract should the District consider such a replacement to be for the good of the project. Replacement staff would be subject to District approval prior to assignment to the team.

10. CONTRACT TYPE (TIME AND MATERIALS)

At the conclusion of the RFQ process, the District will invite a list of approved 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.

11. SCOPE OF WORK

A scope of work for this contract is included in **Appendix A** of this RFQ.

12. NEGOTIATIONS AND AWARD

All RFQ submittals will be reviewed, evaluated and scored by a panel in accordance with

Section 15. The District reserves the right to terminate this solicitation at any time and for any reason.

13. PREPARATION OF RFQ

The Request for Qualifications shall be signed and sealed by a duly authorized official of the prime consulting firm. The RFQs shall contain an acknowledgment of receipt of all amendments and/or addenda to the RFQ.

14. REQUIRED CONTENT AND FORMAT OF STATEMENT OF QUALIFICATIONS

The District requires a specific format for the Statement of Qualifications. The RFQ, not including the Appendices, shall not exceed 25 pages in length. Submission of a folded 11x17 sheet will be allowable and be counted as one (1) page towards the 25-page limitation requirement.

14.1 Cover Letter

The cover letter shall be limited to two (2) pages maximum and will not be counted as part of the total pages count for the submittal. The cover letter shall include a summary of the RFQ, including a brief description of the consultant(s), and other key staff. It shall include a commitment to accept the terms and conditions in the RFQ and the Professional Services Agreement (PSA). The letter shall also identify a single person for possible contact during the RFQ review process.

14.2 Project Understanding and Approach

This section should demonstrate an understanding of the scope of services. It should describe the general approach, organization, and staffing required for the services requested. All sub-consultants and their roles should be identified. The consultant shall include a matrix/summary identifying key personnel responsible for accomplishing all aspects of the work.

14.3 Qualifications of Consultant Staff and Sub-consultant Staff

This section shall identify the qualifications and related experience of key and significant staff (i.e. direct reports and any others performing important tasks) assigned to the contract.

This section shall also include cameo resumes of all staff identified above. The cameos shall include a summary of relevant management and work experience, years of relevant experience, the current and proposed office location of the person, and a statement of availability. Two references shall be provided for each key staff member.

14.4 Experience of Firm

Relevant experience of the firm shall be identified. Include project descriptions, status of the project, any associated construction cost, and dollar value of services provided. Clearly identify the role of key staff identified herein and identify current

client references. The focus shall be on experience, analysis and documentation for similar Interpretive Signage & Exhibitory Concept Design projects. Please note if the firm handled fabrication, construction, or installation of any of the projects listed. Only recent similar projects completed in the past five years, should be included in this section. Do not include projects by the firm unless the key staff proposed had a significant role in the project.

14.5 Appendices

Full resumes of proposed staff shall be included in this section. Relevant firm project information may also be included in this section. However, other than staff resumes, firm information and general marketing materials will not be considered in the ranking of the firms submitting RFQs. There is no page limit in this section.

14.6 Fee Schedule

Fee schedule will not be provided or reviewed during the RFQ process. Instead, a fee schedule will be reviewed during the RFP review process. After reviewing Request of Qualification, the District will invite candidates to a verbal presentation and interview. Following the verbal presentation and interview, 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.

15. EVALUATION PROCESS AND CRITERIA

The District will appoint a selection panel to evaluate the RFQ. Each member of the selection panel will evaluate each RFQ using a 100-point scale and the evaluation criteria listed below to calculate a "statement score" for each consultant. Each member will then rank the consultants by their respective "statement score."

WRITTEN RFQ EVALUATION CRITERIA:

- Understanding of the project implementation, needs, and issues; and approach to managing projects. 40 Points
- Proven experience, including experience with management of interpretive signage & exhibitry design services. 40 Points
- Qualifications/experience of key personnel, and availability. 10 Points
- Project management experience in Quality Assurance and Quality Control measures and schedule controls. 10 Points

TOTAL POSSIBLE SCORE: 100 Points

Each panel member will rank the consultants by their respective "statement score." The selection panel will convene to discuss and evaluate scoring, and to select a short list of the top-ranked consultants based upon the rankings (not scores) of the responding consultants.

The top ranked consultants may be invited to respond to questions about their submittals at an oral interview. Presenters will be expected to participate in the interview to a degree commensurate with their role in the consultant's RFQ. Notification to the short-listed firms will include a time limit for their presentation after which the selection panel will evaluate each presentation using a 100-point scale and the following evaluation criteria to calculate an "oral-interview score" for each short-listed firm.

ORAL PRESENTATIONS OF TOP RANKED CONSULTANTS:

- Clear understanding of the project, needs, and potential issues; and approach to interpretive signage & exhibitry design. 35 Points
- Innovative approaches and solutions to potential project issues. 35 Points
- Project Manager's prior experience with similar projects; depth and availability of required resources performance. 20 Points
- Oral communication/interpersonal skills including responses to questions. 10 Points

TOTAL POSSIBLE SCORE: 100 Points

After the oral interviews are complete, each selection panel member will rank the consultants by their respective "oral-interview score" (scores and rankings from the written evaluations are not considered). The selection panel will select the highest qualified firms based on the rankings (not scores) of the oral interviews. The Executive Director will submit the recommendation of the selection panel to the Board of Directors for approval.

The District will then designate a list of approved bidders, which will be invited to respond to a Request for Proposal.

Upon selection of the successful consultant through the RFP process, and prior to the execution of the Contract, the Consultant is required to submit to the District the required insurance certificates for the Consultant, and if appropriate its sub-consultants.

16. NOTIFICATION AND DEBRIEFING OF UNSUCCESSFUL OFFERERS

The Administrative Services Manager shall notify all of the consultant teams of the selection panel's recommendation once the recommendation is transmitted to the Board of Directors. Consultants desiring a debriefing will be allowed to make an appointment with the Executive Director. Debriefings will not be scheduled until the District has acted on the recommendation of the selection panel.

17. ADDITIONAL INFORMATION

17.1 EQUAL EMPLOYMENT OPPORTUNITY

The District is an equal opportunity employer and requires all consultants to comply with policies and regulations concerning equal employment opportunity.

17.2 PUBLIC INFORMATION ACT REQUESTS

All information contained in RFQs submitted in response to this solicitation may be subject to the California Public Records Act (Government Code Section 6250 et seq.), and the use and disclosure of all information submitted to the District will be governed by this Act.

APPENDIX A

PRELIMINARY SCOPE OF WORK

APPENDIX A PRELIMINARY SCOPE OF WORK

The District is inviting qualified firms to submit Request for Qualifications to provide INTERPRETIVE SIGNAGE & EXHIBITRY CONCEPT DESIGN SERVICES in the following areas:

1. Exterior Interpretive Signage

The District seeks to design, fabricate and install signage in each area simultaneously over the course of 1-2 years. For each area, the District sets forth the following requirements and resources:

- Information on the subjects detailed in **Attachment 1**. Basic writing will be provided in English at the beginning of the project for each sign to minimize the need for research on the part of any writer(s) employed by the Consultant.
- Writing shall be engagingly written at the 6th grade level in both English and Spanish.
- Photographs can be supplied by the District, or depending on the advice of the Consultant, stock photographs can also be purchased.
- Graphics will sometimes be the best choice for a sign. The Consultant shall present examples of graphics used in similar signage projects.
- Consultant shall suggest options for incorporating directions and indications of how to connect to audio tours and additional online content, which will be created by the District and built by web developer separately hired by the District.
- The Consultant shall adhere to the District's Branding Guidelines, included in **Attachment 2**.

a. Interpretive signage for the waterwise demonstration garden.

The District has a 1.75-acre demonstration garden featuring several styles of gardens that conserve water and are appropriate for the local Inland Valley climate and soils. Consultants will note the sizes and locations of existing signage, detailed in **Attachment 1**. District staff intend to use existing bases for most signs. Some signs and bases may be removed without being replaced. During the course of the selection process, the consultant may provide suggestions for the location and content of new signs.

b. Interpretive signage for the arboretum.

The District's arboretum of waterwise and drought tolerant trees rings the lawn area of the park at approximately 1.6 acres. The purpose of the arboretum is to showcase the wide variety of drought resistant trees that thrive in the Inland Valley region. Consultants will note the sizes and locations of existing signage, detailed in **Attachment 1**. District staff intend to use existing bases for most signs. Some signs and bases may be removed without being replaced. During the course of the selection process, the consultant may provide suggestions for the location and content of new signs.

c. *Interpretive signage for the native chaparral and oak woodland area.*

The District's native chaparral and oak woodland area comprise 0.84 acres of primarily California native plants. Consultants will note the sizes and locations of existing signage, detailed in **Attachment 1**. District staff intend to use existing bases for most signs. Some signs and bases may be removed without being replaced. During the course of the selection process, the consultant may provide suggestions for the location and content of new signs.

d. *Interpretive signage for the basin, including a separate sign for llama and goat inhabitants along the north fence of the park.*

The northern section of the park overlooks the Montclair #4 Basin, the southernmost basin in the Montclair system, which is built adjacent to the San Antonio Creek Channel and captures water from the channel for percolation and storage in the aquifer below. The Montclair basins are the hardest working basins in the area, capturing more water annually than any other in the network of percolation basins serving the region's aquifer. The District seeks to create signage to inform park visitors of the important infrastructure just on the other side of the fence, which includes a llama and goat inhabitants for weed abatement.

e. *Interpretive signage for the San Antonio Creek Channel along the west fence of the park.*

The San Antonio Creek Channel borders 218 feet of publicly accessible park in the native oak grove area. Its headwaters begin at Mount Baldy to the north and it is a tributary to the Santa Ana River, meeting it at the Prado Wetlands to the south. Water that rushes through the creek eventually reaches the Pacific Ocean at Huntington Beach. However, the District's headquarters are a midway point of a series of basins that line the channel to capture stormwater, imported water, and recycled water along its path before it reaches the Prado wetlands. That network of District-owned basins are key infrastructure for the region's water supply. New signage will be located in safe areas with views of the channel to tell the story of the creek and the basins that line it. In addition to the requirements and resources listed above, the District also specifies that:

- The Consultant will suggest sign sizes and locations along the woodland path.
- As an option, Consultant may also suggest enhancements to the presentation, such as forms of public art, that highlight the creek.

f. *Basin Signage*

The District owns percolation basins along the San Antonio Creek Channel and seeks to replace informational signage at two of them and add informational signage at two of them. These signs should communicate that the basins are used to infiltrate water into the ground for later use and are meant to be read and understood by passing motorists.

Locations Include:

- i. College Heights Basins – corner of West Arrow Route and Monte Vista Avenue
- ii. Montclair Basin #1 – facing Arrow Highway
- iii. Montclair Basin #1 or Montclair Basin #2 – Moreno Street between South Mills Avenue and Monte Vista Avenue
- i. Montclair Basin #2 or Montclair Basin #3 – San Jose Street between South Mills Avenue and Monte Vista Avenue

2. Streetscape Signage Welcoming Visitors

The District is seeking to increase visibility and presence of its streetscape with a monument sign at the entrance which will be designed, located, and built in a way that invites motorists to enter the parking lot. The consultant may suggest additional signage or entrance features to draw attention to the waterwise demonstration garden and its operating hours, and/or to pedestrians inviting them into the native chaparral and oak woodland area.

3. Hands-on, Interactive Exhibits in the Visitor Lobby

The District has a 2,824 square foot lobby open to the public with text-heavy exhibits depicting a variety of water subjects. The District seeks to refresh the exhibitry to focus on specific elements and create an interactive experience. The refreshed interpretive exhibitry in the lobby is intended to connect community visitors to the concepts of water resource management and replenishment in the Chino Groundwater Basin and the District's role in ensuring that stormwater, imported water, and recycled water reaches the aquifer through its networks of channels and percolation basins. Media and exhibits created under this project will serve as tools to enhance the visitor's experience of the space while effectively communicating the role of the organization.

The District is interested in creating exhibits that are hands-on and interactive rather than screen-heavy. The aim is to create a space and an experience that delights children and adults alike, one that would attract parents and grandparents to bring children multiple times for an easy and fun morning or afternoon outing.

The goal of this particular design process is to produce a preliminary plan and full cost estimate for fabrication, construction, and installation, which can then be used by the District to pursue funding for the project. Funding must be secured before the District will move forward with fabrication, construction, and installation.

ATTACHMENT 1: Inventory of Current Signage

Interpretive Signs Inventory

Waterwise Community Center Garden & Park

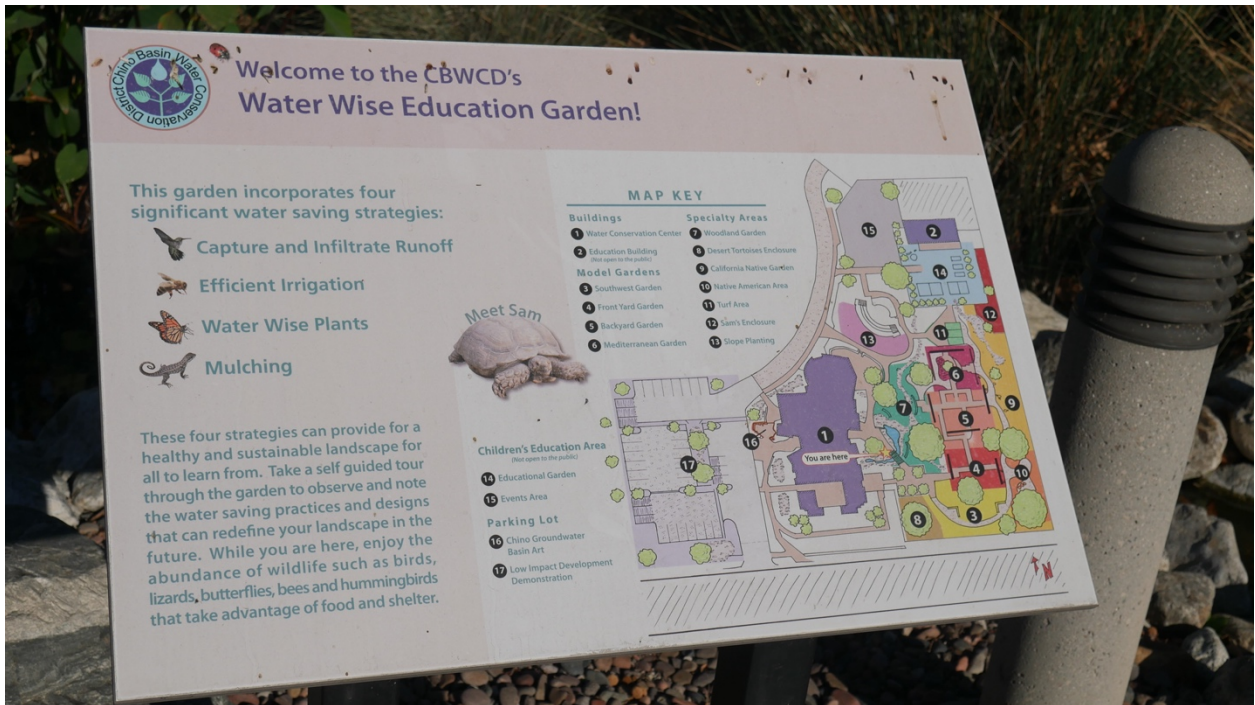
January 2021

Signage Locations:



Waterwise Community Center Garden Signs

The following inventory includes photographs of signs in each location listed above along with their size and staff notes. The inventory begins at the entrance of the garden just outside the east door of the Waterwise Community Center Lobby and continues to a path around the garden. Please see attached map for references to exact locations. Signs designated as “mid-size” signs are either 12” x 18” or 18” x 24.”



#1

Size: 24 x 36”

Note: This will likely continue to be a garden welcome and “orientation” with map (modified from info rail map graphic).



#2

Size: 5 x 8"

Note: Staff is considering the pros and cons of replacing this sign.



#3

Note: The "Certified Wildlife Habitat" sign is ordered externally. The program has a newer sign that is much more likely to be recognized. DESIGN NOT NEEDED FOR THIS SIGN.



#4

Size: 5 x 8"



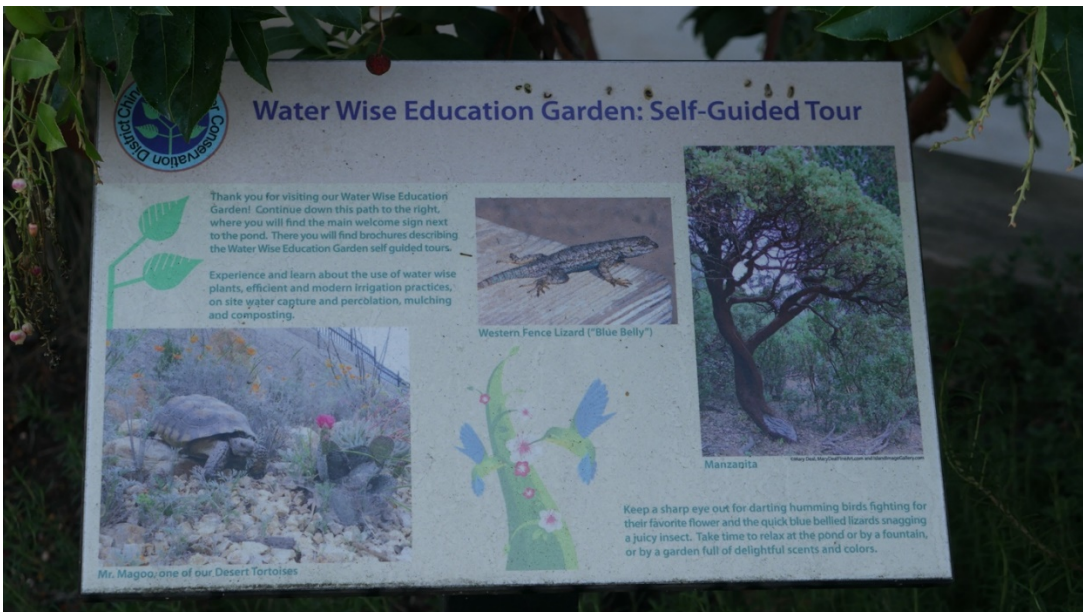
#5

Size: mid-size



#6

Size: 5 x 8"



#7

Size: mid-size



#8

Size: 5 x 8"



#9

Size: mid-size



#10

Size: mid-size



#11

Size: mid-size



#12

Size: mid-size



#13

Size: mid-size



#14

Size: mid-size

Note: A sign might not remain in this location, as it is in the way of the hedge.



#15

Size: 5x8"

Note: Staff recommends eliminating this sign as this part of the garden has been changed.

District of Columbia Water Conservation

Front Yard Model Garden




Traditional, high water use turf landscape.




These two photos show the transition from a high water use turf lawn to a more California friendly, low water use landscape.

Front yards are the focal point for any home. This space should define and accent the style of home. The traditional front yard has been dominated by a water thirsty turf palette, misplaced or poorly selected tree species and small planting areas. Since most family activities tend to take place in the backyard, there are opportunities to transition a front yard into an attractive garden that uses little water. New concepts in sustainable low water use design and plant palettes are featured in this front yard garden area, including:

- Elimination or reduction of high water turf;
- Plantings of compatible and low water use plants;
- Use of organic or gravel mulches;
- Permeable hardscape areas;
- Low volume irrigation and
- Wildlife enhancement for birds, bees, monarchs and butterflies.



#16

Size: mid-size



#17

Size: mid-size



#18

Size: 5 x 8"

Note: Staff is considering removing the sign without replacing it.



#19

Size: mid-size

Note: Staff is considering removing the sign without replacing it or constructing a sign in a new location, as a nearby tree has grown in and consistently obscures the sign in its current location.



#20

Size: mid-size



#21

Size: 5 x 8"



#22

Size: mid-size

Note: Staff believes this sign, depicting WCC mascot, Sam the Sulcata Tortoise, needs to be placed in another location. However, this location may support signage with another message.



#23

Size: mid-size

Notes: This sign must be changed to reflect the new turf type planted in the area.



#24

Size: Mid-size

Notes: This sign must be changed to reflect the new turf type planted in the area.

Turf Demonstration: Bouteloua Dactyloides, 'UC Verde'® Buffalograss

'UC Verde'® Buffalograss needs 7-8 hours of daylight each day. It does best in sunny locations and it is not recommended for locations that receive a lot of shade.

This variety will use up to 75 percent less water than Fescue. It requires lower frequency mowing, with a max height of just 4-6 inches. It is very deep rooted—over 10"—and has very fine blades.

Full Sun Partial Shade Water

This turf may be mowed as a lawn or left long (4-6") for a landscape meadow. Unlike other lawns, this grass requires watering only once a week during the warm season to maintain its appearance. Since it is slow to put on height, mowing the lawn is necessary only once every two to three weeks. The meadow look is maintained with only once a year mowing to reinvigorate it. Goes dormant during cooler months, but does not turn yellow.

#25

Size: mid-size

Educational Garden

The Educational Garden brings the concept of urban farming to the forefront. Within this garden you will find practical and sustainable methods of growing food for the home and family while keeping the environment free of harmful pesticides and herbicide runoff. It is a learning experience for all age groups.

Plants: The fruits, vegetables and herbs that can be grown successfully in this region include citrus, peach, apricot, apples, carrots, tomatoes, beans, basil, thyme, rosemary and more.

Raised Beds: A great way to provide vegetables with the perfect soil medium while making planting and harvesting simple.

Irrigation: Both the vegetable raised beds and fruit trees utilize low volume water applications. Drip and microirrigation, which apply water directly to the roots and therefore minimizing water use and runoff.

Composting & Mulching: Compost is great and easy way to keep soils productive while recycling garden green waste. Mulching will add the elements of moisture retention, a weed barrier and soil building.

Propagations: A lath house provides the area where seedlings and cuttings of vegetables and other plants can be started while being protected from the elements and hungry insects.

Roof-top Rain Harvesting: By using a container, barrel or large tank, capturing rain water that would normally run off is a great way to provide water to the garden.

#26

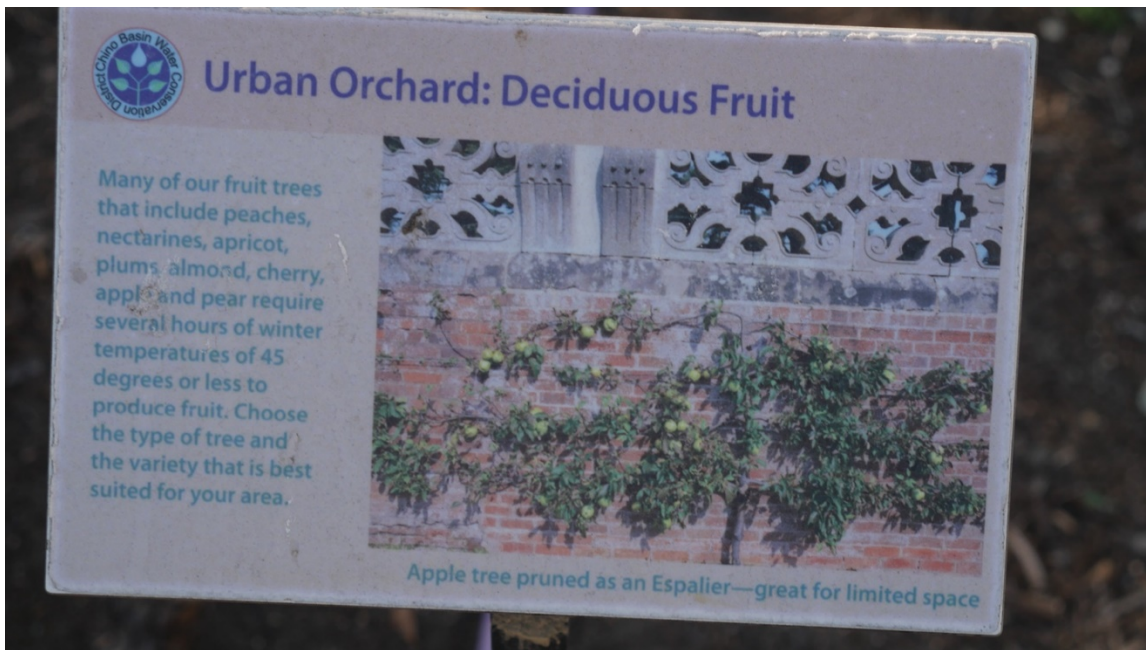
Size: mid-size



#27

Size: mid-size

Notes: Staff recommends moving location of this compost demonstration sign.



#28

Size: 5 x 8"



Compost Demonstration

Composting can turn your garden and kitchen waste into rich compost and humus, helping you realize vigorous plant growth, fruit and vegetable production, great flowers and improved soil.

There are just a few simple steps:

- 🔥 Add and mix 2-3 parts of leaves, shredded paper and wood chips to 1-2 parts of vegetable and fruit wastes, grass clippings, animal manures (NO dog or cat waste) and/or nitrogen fertilizers.
- 🔥 Keep slightly moist and mix regularly.

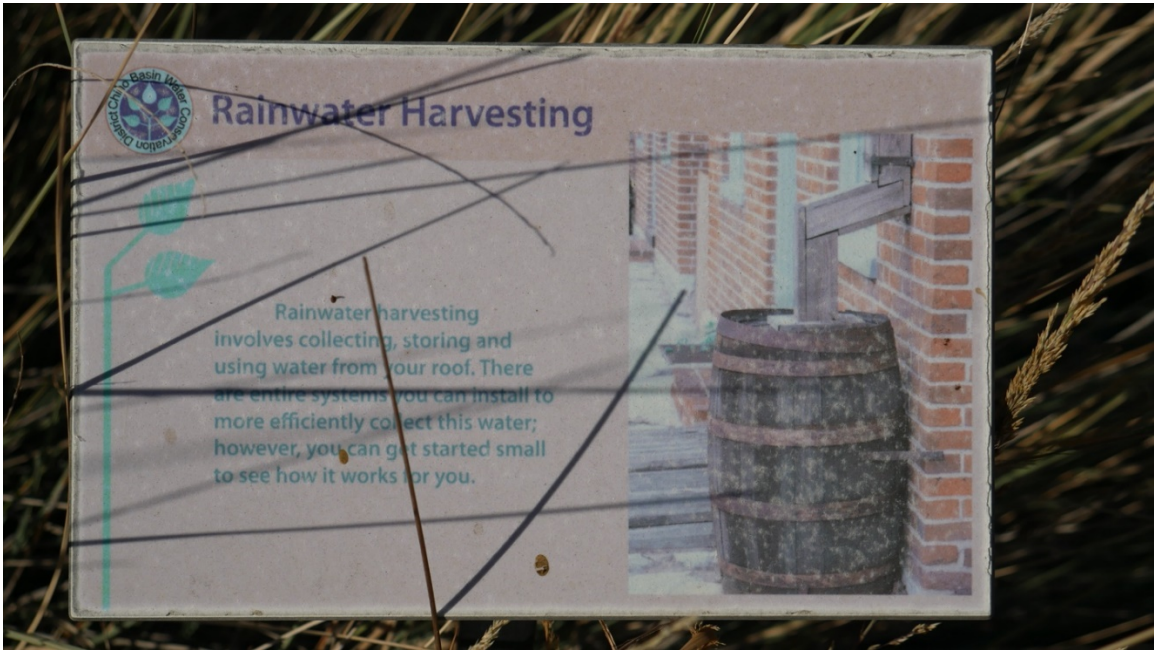
Within a few short months the compost is ready to be added to the soil.



#29

Size: 5 x 8"

Notes: Staff will likely recommend eliminating this sign altogether.



#30

Size: 5 x 8"



#31

Size: 5 x 8"



#32

Size: 5 x 8"

Notes: Staff will likely recommend eliminating this sign altogether.



#33

Size: mid-size

Waterwise Community Center Park Signage

The following signs are located in the park, sidewalk, and oak woodland to the west of the main building.



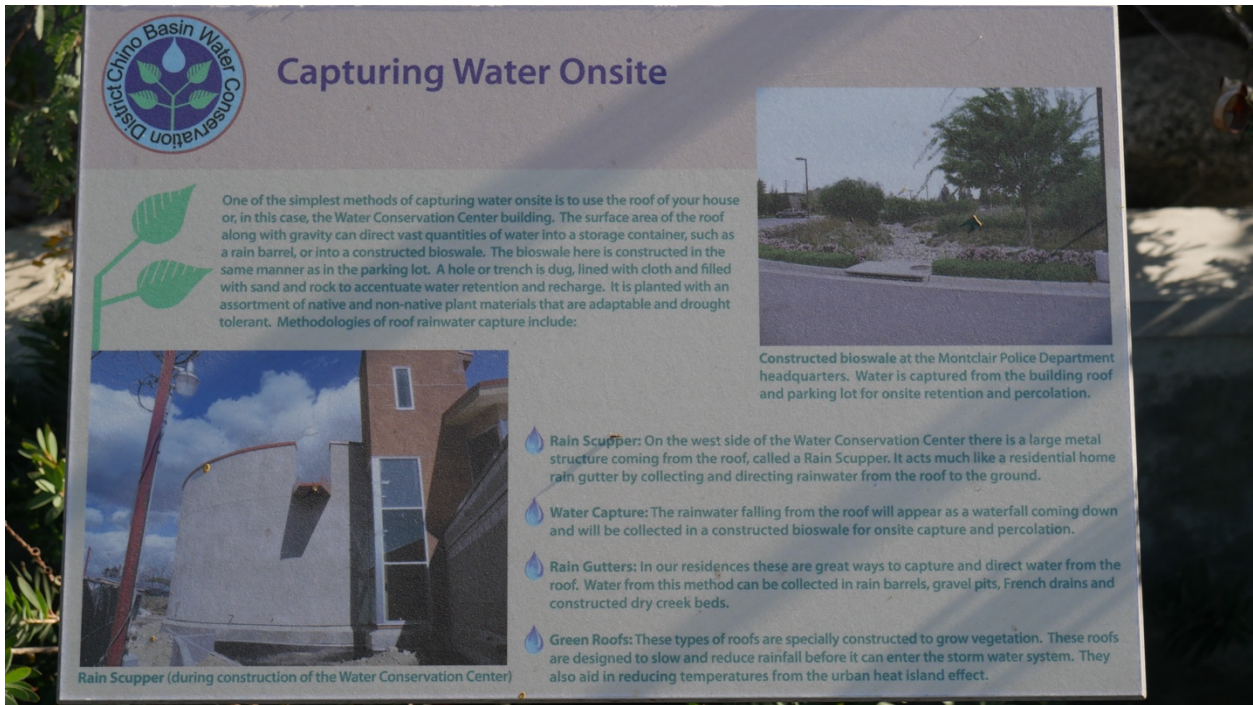
#34

Size: mid-size



#35

Size: mid-size



#36

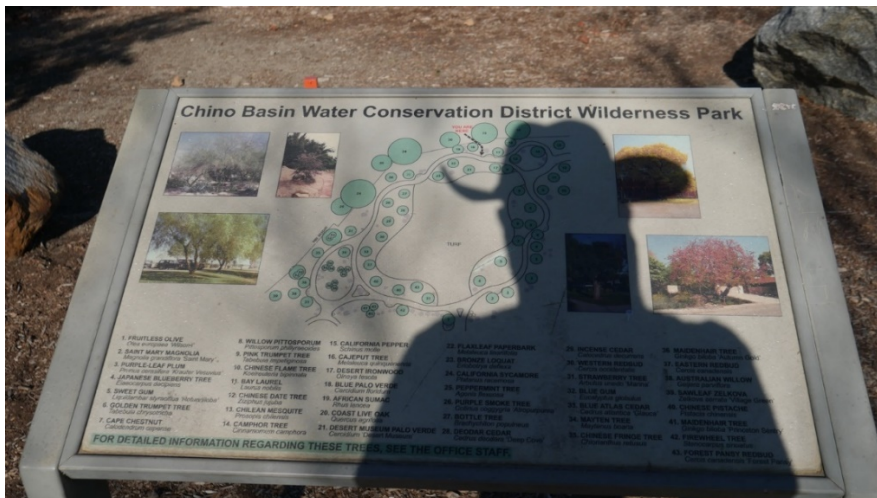
Size: mid-size



#37

Size category: large

Notes: Staff recommends incorporating a sign providing information about the Montclair #4 basin in a different location.



#38

Notes: Staff believes that this sign was installed in a way that makes it impossible to install a new sign on the existing base. Additionally, permanent tree identification maps will quickly become inaccurate as trees change over time. Staff suggests eliminating this sign.



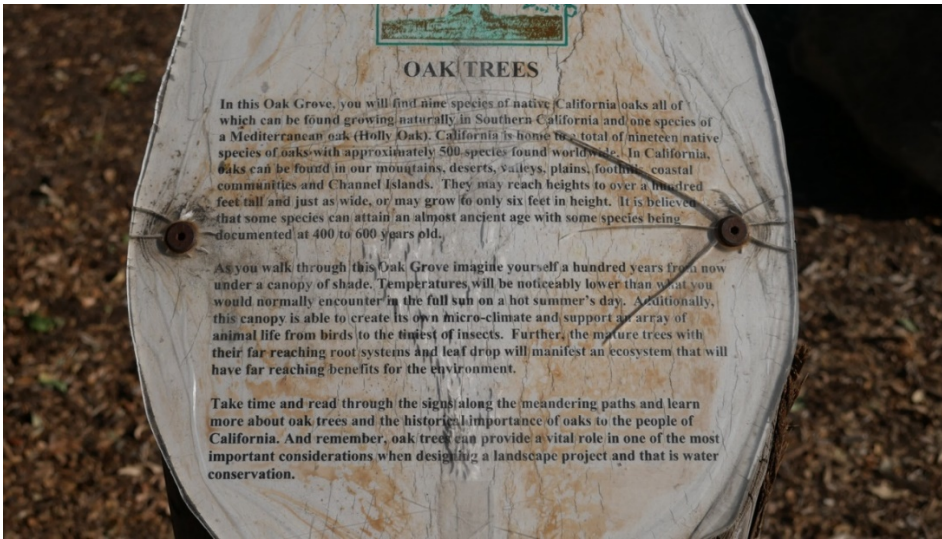
#39

Notes: Staff believes that this sign was installed in a way that makes it impossible to install a new sign on the existing base. Additionally, permanent tree identification maps will quickly become inaccurate as trees change over time. Staff recommends designing the new sign as a generic introduction of the tree collection in the park.



#40

Notes: Staff recommends changing the sign. The log bases are aesthetically interesting and extremely sturdy, as they were set into the ground on large concrete and metal footings. Staff believes it will be more cost-effective to use the log bases as supports for new signage.



#41

Notes: Staff recommends changing the sign. The log bases are aesthetically interesting and extremely sturdy, as they were set into the ground on large concrete and metal footings. Staff believes it will be more cost-effective to use the log bases as supports for new signage.



#42

Notes: Staff recommends changing the sign. The log bases are aesthetically interesting and extremely sturdy, as they were set into the ground on large concrete and metal footings. Staff believes it will be more cost-effective to use the log bases as supports for new signage.



#43

Notes: Staff recommends changing the sign. The log bases are aesthetically interesting and extremely sturdy, as they were set into the ground on large concrete and metal footings. Staff believes it will be more cost-effective to use the log bases as supports for new signage.



#44

Notes: This sign is required here by law, but staff recommends purchasing and installing more permanent and aesthetically pleasing post.

ATTACHMENT 2: CBWCD Brand Guidelines

APPENDIX B

PROFESSIONAL SERVICES AGREEMENT ("PSA")

**APPENDIX B
PROFESSIONAL SERVICES AGREEMENT (“PSA”)**

**CHINO BASIN WATER CONSERVATION DISTRICT
PROFESSIONAL SERVICES AGREEMENT**

1. PARTIES AND DATE.

This Agreement is made and entered into this [DATE] day of [MONTH, YEAR] by and between the CHINO BASIN WATER CONSERVATION DISTRICT, a special district organized under the laws of the State of California with its principal place of business at 4594 San Bernardino Street, Montclair, CA 91763 (“District”) and [INSERT CONTRACTOR NAME], a [INSERT TYPE OF LEGAL ENTITY, I.E. CORPORATION, PARTNERSHIP, ETC.] with its principal place of business at [INSERT ADDRESS], CA [INSERT ZIP] (“Consultant”). District and Consultant are sometimes individually referred to as “Party” and collectively as “Parties” in this Agreement.

2. RECITALS.

2.1 Consultant.

Consultant desires to perform and assume responsibility for the provision of certain professional services required by the District on the terms and conditions set forth in this Agreement. Consultant represents that it is experienced in providing [SERVICE TYPE] to public clients, is licensed in the State of California, and is familiar with the plans of District.

2.2 Project

District desires to engage Consultant to render such services to support [SERVICE TYPE] the District on projects as they may arise and are procured (“Project”) as set forth in this Agreement.

3. TERMS.

3.1 Scope of Services and Term.

3.1.1 General Scope of Services. Consultant promises and agrees to furnish to the District all labor, materials, tools, equipment, services, and incidental and customary work necessary to fully and adequately supply the professional [SERVICE TYPE] consulting services necessary for the Project (“Services”). The Services are more particularly described in EXHIBIT “A” attached hereto and incorporated herein by reference. All Services shall be subject to, and performed in accordance with, this Agreement, the exhibits attached hereto and incorporated herein by reference, and all applicable local, state and federal laws, rules, and regulations.

3.1.2 Term. The term of this Agreement shall be from [DATE] TO [DATE], WITH THE OPTION OF THREE ONE (1) YEAR EXTENSIONS, unless earlier terminated as provided herein. Consultant shall complete the Services within the term of this Agreement, and shall meet any other established schedules and deadlines. The Parties may, by mutual, written consent, extend the term of this Agreement if necessary to complete the Services.

3.2 Responsibilities of Consultant.

3.2.1 Control and Payment of Subordinates; Independent Contractor. The Services shall be performed by Consultant or under its supervision. Consultant will determine the means, methods and details of performing the Services subject to the requirements of this Agreement. District retains Consultant on an independent contractor basis and not as an employee. Consultant retains the right to perform similar or different services for others during the term of this Agreement. Any additional personnel performing the Services under this Agreement on behalf of Consultant shall also not be employees of District and shall at all times be under Consultant's exclusive direction and control. Consultant shall pay all wages, salaries, and other amounts due such personnel in connection with their performance of Services under this Agreement and as required by law. Consultant shall be responsible for all reports and obligations respecting such additional personnel, including, but not limited to: social security taxes, income tax withholding, unemployment insurance, disability insurance, and workers' compensation insurance.

3.2.2 Schedule of Services. Consultant shall perform the Services expeditiously, within the term of this Agreement, and in accordance with the Schedule of Services set forth in EXHIBIT "A" attached hereto and incorporated herein by reference. Consultant represents that it has the professional and technical personnel required to perform the Services in conformance with such conditions. In order to facilitate Consultant's conformance with the Schedule, District shall respond to Consultant's submittals in a timely manner. Upon request of District, Consultant shall provide a more detailed schedule of anticipated performance to meet the Schedule of Services.

3.2.3 Conformance to Applicable Requirements. All work prepared by Consultant shall be subject to the approval of District.

3.2.4 Substitution of Key Personnel. Consultant has represented to District that certain key personnel will perform and coordinate the Services under this Agreement. Should one or more of such personnel become unavailable, Consultant may substitute other personnel of at least equal competence upon written approval of District. In the event that District and Consultant cannot agree as to the substitution of key personnel, District shall be entitled to terminate this Agreement for cause. As discussed below, any personnel who fail or refuse to perform the Services in a manner acceptable to the District, or who are determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project or a threat to the safety of persons or property, shall be promptly removed from the Project by the Consultant at the request of the District. The key personnel for performance of this Agreement are as follows: [INSERT NAMES OF PERSONNEL].

3.2.5 District's Representative. The District hereby designates [DISTRICT REPRESENTATIVE], or his or her designee, to act as its representative for the performance of this Agreement ("District's Representative"). District's Representative shall have the power to act on behalf of the District for all purposes under this Contract. Consultant shall not accept direction or orders from any person other than the District's Representative or his or her designee.

3.2.6 Consultant's Representative. Consultant hereby designates [INSERT COMPANY DESIGNEE], or his or her designee, to act as its representative for the performance of this Agreement ("Consultant's Representative"). Consultant's Representative shall have full authority to represent and act on behalf of the Consultant for all purposes under this Agreement.

The Consultant's Representative shall supervise and direct the Services, using his best skill and attention, and shall be responsible for all means, methods, techniques, sequences, and procedures and for the satisfactory coordination of all portions of the Services under this Agreement.

3.2.7 Coordination of Services. Consultant agrees to work closely with District staff in the performance of Services and shall be available to District's staff, consultants and other staff at all reasonable times.

3.2.8 Standard of Care; Performance of Employees. Consultant shall perform all Services under this Agreement in a skillful and competent manner, consistent with the standards generally recognized as being employed by professionals in the same discipline in the State of California. Consultant represents and maintains that it is skilled in the professional calling necessary to perform the Services. Consultant warrants that all employees and subconsultants shall have sufficient skill and experience to perform the Services assigned to them. Finally, Consultant represents that it, its employees and subconsultants have all licenses, permits, qualifications and approvals of whatever nature that are legally required to perform the Services and that such licenses and approvals shall be maintained throughout the term of this Agreement. As provided for in the indemnification provisions of this Agreement, Consultant shall perform, at its own cost and expense and without reimbursement from the District, any services necessary to correct errors or omissions which are caused by the Consultant's failure to comply with the standard of care provided for herein. Any employee of the Consultant or its sub-consultants who is determined by the District to be uncooperative, incompetent, a threat to the adequate or timely completion of the Project, a threat to the safety of persons or property, or any employee who fails or refuses to perform the Services in a manner acceptable to the District, shall be promptly removed from the Project by the Consultant and shall not be re-employed to perform any of the Services or to work on the Project.

3.2.9 Period of Performance and Liquidated Damages. Consultant shall perform and complete all Services under this Agreement within the term set forth in Section 3.1.2 above ("Performance Time"). Consultant shall also perform the Services in strict accordance with any completion schedule or Project milestones described in future submitted proposals and EXHIBIT "A" attached hereto, or which may be separately agreed upon in writing by the District and Consultant ("Performance Milestones"). Consultant agrees that if the Services are not completed within the aforementioned Performance Time and/or pursuant to any such Project Milestones developed pursuant to provisions of this Agreement, it is understood, acknowledged and agreed that the District will suffer damage. Consultant acknowledges that the actual damages likely to result from breach of the Performance Time and Performance Milestone provisions are difficult to ascertain on the date this Agreement is entered into and may be difficult for the District to prove in the event of a breach. Therefore, the parties intend that the payment of Liquidated Damages in the amount of Five Hundred Dollars (\$500) for each day of delay would serve to reasonably compensate the District for the District's actual damages sustained, and not as a penalty, due to any breach by Consultant of its Performance Time and Performance Milestone obligations under this agreement, and Consultant agrees to pay this amount to the District for each incident of material breach of the Performance Time and Performance Milestone provisions.

3.2.10 Laws and Regulations; Employee/Labor Certifications. Consultant shall keep itself fully informed of and in compliance with all local, state and federal laws, rules and regulations in any manner affecting the performance of the Project or the Services, including all

Cal/OSHA requirements, and shall give all notices required by law. Consultant shall be liable for all violations of such laws and regulations in connection with Services. If the Consultant performs any work knowing it to be contrary to such laws, rules and regulations and without giving written notice to the District, Consultant shall be solely responsible for all costs arising therefrom. Consultant shall defend, indemnify and hold District, its officials, directors, officers, employees, and agents free and harmless, pursuant to the indemnification provisions of this Agreement, from any claim or liability arising out of any failure or alleged failure to comply with such laws, rules or regulations.

3.2.10.1 Employment Eligibility; Consultant. By executing this Agreement, Consultant verifies that it fully complies with all requirements and restrictions of state and federal law respecting the employment of undocumented aliens, including, but not limited to, the Immigration Reform and Control Act of 1986, as may be amended from time to time. Such requirements and restrictions include, but are not limited to, examination and retention of documentation confirming the identity and immigration status of each employee of the Consultant. Consultant also verifies that it has not committed a violation of any such law within the five (5) years immediately preceding the date of execution of this Agreement, and shall not violate any such law at any time during the term of the Agreement. Consultant shall avoid any violation of any such law during the term of this Agreement by participating in an electronic verification of work authorization program operated by the United States Department of Homeland Security, by participating in an equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, or by some other legally acceptable method. Consultant shall maintain records of each such verification, and shall make them available to the District or its representatives for inspection and copy at any time during normal business hours. The District shall not be responsible for any costs or expenses related to Consultant's compliance with the requirements provided for in Section 3.2.10 or any of its sub-sections.

3.2.10.2 Employment Eligibility; Subcontractors, Consultants, Sub-subcontractors and Subconsultants. To the same extent and under the same conditions as Consultant, Consultant shall require all of its subcontractors, consultants, sub-subcontractors and subconsultants performing any work relating to the Project or this Agreement to make the same verifications and comply with all requirements and restrictions provided for in Section 3.2.10.1.

3.2.10.3 Employment Eligibility; Failure to Comply. Each person executing this Agreement on behalf of Consultant verifies that they are a duly authorized officer of Consultant, and understands that any of the following shall be grounds for the District to terminate the Agreement for cause: (1) failure of Consultant or its subcontractors, consultants, sub-subcontractors or subconsultants to meet any of the requirements provided for in Sections 3.2.10.1 or 3.2.10.2; (2) any misrepresentation or material omission concerning compliance with such requirements (including in those verifications provided to the Consultant under Section 3.2.10.2); or (3) failure to immediately remove from the Project any person found not to be in compliance with such requirements.

3.2.10.4 Labor Certification. By its signature hereunder, Consultant certifies that it is aware of the provisions of Section 3700 of the California Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake

self-insurance in accordance with the provisions of that Code, and agrees to comply with such provisions before commencing the performance of the Services.

3.2.10.5 Equal Opportunity Employment. Consultant represents that it is an equal opportunity employer and it shall not discriminate against any subconsultant, employee or applicant for employment because of race, religion, color, national origin, handicap, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Consultant shall also comply with all relevant provisions of District's Minority Business Enterprise program, Affirmative Action Plan or other related programs or guidelines currently in effect or hereinafter enacted.

3.2.10.6 Air Quality. To the extent applicable, Consultant must fully comply with all applicable laws, rules and regulations in furnishing or using equipment and/or providing services, including, but not limited to, emissions limits and permitting requirements imposed by the South Coast Air Quality Management District (SCAQMD) and/or California Air Resources Board (CARB). Although the SCAQMD and CARB limits and requirements are more broad, Consultant shall specifically be aware of their application to "portable equipment", which definition is considered by SCAQMD and CARB to include any item of equipment with a fuel-powered engine. Consultant shall indemnify District against any fines or penalties imposed by SCAQMD, CARB, or any other governmental or regulatory agency for violations of applicable laws, rules and/or regulations by Consultant, its subconsultants, or others for whom Consultant is responsible under its indemnity obligations provided for in this Agreement.

3.2.11 Insurance.

3.2.11.1 Time for Compliance. Consultant shall not commence Services under this Agreement until it has provided evidence satisfactory to the District that it has secured all insurance required under this Section. In addition, Consultant shall not allow any subconsultant to commence work on any subcontract until it has provided evidence satisfactory to the District that the subconsultant has secured all insurance required under this Section.

3.2.11.2 Minimum Requirements. Consultant shall, at its expense, procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the Agreement by the Consultant, its agents, representatives, employees or subconsultants. Consultant shall also require all of its subconsultants to procure and maintain the same insurance for the duration of the Agreement. Such insurance shall meet at least the following minimum levels of coverage:

A. Minimum Scope of Insurance. Coverage shall be at least as broad as the latest version of the following: (1) *General Liability*: Insurance Services Office Commercial General Liability coverage (occurrence form CG 0001); (2) *Automobile Liability*: Insurance Services Office Business Auto Coverage form number CA 0001, code 1 (any auto); and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation insurance as required by the State of California and Employer's Liability Insurance. The policy shall not contain any exclusion contrary to the Agreement, including but not limited to endorsements or

provisions limiting coverage for (1) contractual liability (including but not limited to ISO CG 24 26 or 21 29); or (2) cross liability for claims or suits by one insured against another.

B. Minimum Limits of Insurance. Consultant shall maintain limits no less than: (1) *General Liability*: \$1,000,000 MINIMUM; per occurrence for bodily injury, personal injury and property damage. If Commercial General Liability Insurance or other form with general aggregate limit is used including, but not limited to, form CG 2503, either the general aggregate limit shall apply separately to this Agreement/location or the general aggregate limit shall be twice the required occurrence limit; (2) *Automobile Liability*: \$1,000,000 MINIMUM; per accident for bodily injury and property damage; and (3) *Workers' Compensation and Employer's Liability*: Workers' Compensation limits as required by the Labor Code of the State of California. Employer's Liability limits of \$1,000,000 MINIMUM; per accident for bodily injury or disease. Defense costs shall be paid in addition to the limits.

C. Notices; Cancellation or Reduction of Coverage. At least fifteen (15) days prior to the expiration of any such policy, evidence showing that such insurance coverage has been renewed or extended shall be filed with the District. If such coverage is cancelled or materially reduced, Consultant shall, within ten (10) days after receipt of written notice of such cancellation or reduction of coverage, file with the District evidence of insurance showing that the required insurance has been reinstated or has been provided through another insurance company or companies. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, the District has the right but not the duty to obtain the insurance it deems necessary and any premium paid by the District will be promptly reimbursed by Consultant or the District may withhold amounts sufficient to pay premium from Consultant payments. In the alternative, the District may suspend or terminate this Agreement.

3.2.11.3 Professional Liability. Consultant shall procure and maintain, and require its sub-consultants to procure and maintain, for a period of five (5) years following completion of the Project, errors and omissions liability insurance appropriate to their profession. Such insurance shall be in an amount not less than \$1,000,000 MINIMUM; per claim, and shall be endorsed to include contractual liability. Defense costs shall be paid in addition to the limits.

3.2.11.4 Insurance Endorsements. The insurance policies shall contain the following provisions, or Consultant shall provide endorsements on forms supplied or approved by the District to add the following provisions to the insurance policies:

A. General Liability. The general liability policy shall include or be endorsed (amended) to state that: (1) using ISO CG forms 20 10 and 20 37, or endorsements providing the exact same coverage, the District, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insured with respect to the Services or ongoing and completed operations performed by or on behalf of the Consultant, including materials, parts or equipment furnished in connection with such work; and (2) using ISO form 20 01, or endorsements providing the exact same coverage, the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any excess insurance shall contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of the District, before the District's own primary

insurance or self-insurance shall be called upon to protect it as a named insured. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.4(A).

B. Automobile Liability. The automobile liability policy shall include or be endorsed (amended) to state that: (1) the District, its directors, officials, officers, employees, agents, and volunteers shall be covered as additional insureds with respect to the ownership, operation, maintenance, use, loading or unloading of any auto owned, leased, hired or borrowed by the Consultant or for which the Consultant is responsible; and (2) the insurance coverage shall be primary insurance as respects the District, its directors, officials, officers, employees, agents, and volunteers, or if excess, shall stand in an unbroken chain of coverage excess of the Consultant's scheduled underlying coverage. Any insurance or self-insurance maintained by the District, its directors, officials, officers, employees, agents, and volunteers shall be excess of the Consultant's insurance and shall not be called upon to contribute with it in any way. Notwithstanding the minimum limits set forth in Section 3.2.11.2(B), any available insurance proceeds in excess of the specified minimum limits of coverage shall be available to the parties required to be named as additional insureds pursuant to this Section 3.2.11.4(B).

C. Workers' Compensation and Employer's Liability Coverage. The insurer shall agree to waive all rights of subrogation against the District, its directors, officials, officers, employees, agents, and volunteers for losses paid under the terms of the insurance policy which arise from work performed by the Consultant.

D. All Coverages. Each insurance policy required by this Agreement shall be endorsed to state that: (A) coverage shall not be suspended, voided, reduced or canceled except after thirty (30) days (10 days for nonpayment of premium) prior written notice by certified mail, return receipt requested, has been given to the District; and (B) any failure to comply with reporting or other provisions of the policies, including breaches of warranties, shall not affect coverage provided to the District, its directors, officials, officers, employees, agents, and volunteers. Any failure to comply with reporting or other provisions of the policies including breaches of warranties shall not affect coverage provided to the District, its officials, officers, employees, agents and volunteers, or any other additional insureds.

3.2.11.5 Separation of Insureds; No Special Limitations; Waiver of Subrogation. All insurance required by this Section shall contain standard separation of insureds provisions. In addition, such insurance shall not contain any special limitations on the scope of protection afforded to the District, its directors, officials, officers, employees, agents, and volunteers. All policies shall waive any right of subrogation of the insurer against the District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against District, its officials, officers, employees, agents, and volunteers, or any other additional insureds, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

3.2.11.6 Deductibles and Self-Insurance Retentions. Any deductibles or self-insured retentions must be declared to and approved by the District. Consultant shall guarantee that, at the option of the District, either: (1) the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the District, its directors, officials, officers, employees, agents, and volunteers; or (2) the Consultant shall procure a bond guaranteeing payment of losses and related investigation costs, claims, and administrative and defense expenses.

3.2.11.7 Subconsultant Insurance Requirements. Consultant shall not allow any subconsultants to commence work on any subcontract relating to the work under the Agreement until they have provided evidence satisfactory to the District that they have secured all insurance required under this Section. If requested by Consultant, the District may approve different scopes or minimum limits of insurance for particular subconsultants. The Consultant and the District shall be named as additional insureds on all subconsultants' policies of Commercial General Liability using ISO form 20 38, or coverage at least as broad.

3.2.11.8 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best's rating no less than A:VIII, licensed to do business in California, and satisfactory to the District.

3.2.11.9 Verification of Coverage. Consultant shall furnish District with original certificates of insurance and endorsements effecting coverage required by this Agreement on forms satisfactory to the District. The certificates and endorsements for each insurance policy shall be signed by a person authorized by that insurer to bind coverage on its behalf, and shall be on forms provided by the District if requested. All certificates and endorsements must be received and approved by the District before work commences. The District reserves the right to require complete, certified copies of all required insurance policies, at any time.

3.2.11.10 Reporting of Claims. Consultant shall report to the District, in addition to Consultant's insurer, any and all insurance claims submitted by Consultant in connection with the Services under this Agreement.

3.2.12 Safety. Consultant shall execute and maintain its work so as to avoid injury or damage to any person or property. In carrying out its Services, the Consultant shall at all times be in compliance with all applicable local, state and federal laws, rules and regulations, and shall exercise all necessary precautions for the safety of employees appropriate to the nature of the work and the conditions under which the work is to be performed. Safety precautions as applicable shall include, but shall not be limited to: (A) adequate life protection and life saving equipment and procedures; (B) instructions in accident prevention for all employees and subconsultants, such as safe walkways, scaffolds, fall protection ladders, bridges, gang planks, confined space procedures, trenching and shoring, equipment and other safety devices, equipment and wearing apparel as are necessary or lawfully required to prevent accidents or injuries; and (C) adequate facilities for the proper inspection and maintenance of all safety measures.

3.2.13 Accounting Records. Consultant shall maintain complete and accurate records with respect to all costs and expenses incurred under this Agreement. All such records shall be clearly identifiable. Consultant shall allow a representative of District during normal business hours to examine, audit, and make transcripts or copies of such records and any other documents created pursuant to this Agreement. Consultant shall allow inspection of all work, data,

documents, proceedings, and activities related to the Agreement for a period of three (3) years from the date of final payment under this Agreement.

3.3 Fees and Payments.

3.3.1 Compensation. Consultant shall receive compensation, including authorized reimbursements, for all Services rendered under this Agreement at the rates set forth in EXHIBIT "B" attached hereto and incorporated herein by reference. Extra Work may be authorized, as described below, and if authorized, will be compensated at the rates and manner set forth in this Agreement.

3.3.2 Payment of Compensation. For tasks assigned and for which compensation is on an hourly basis, Consultant shall submit to District a monthly itemized statement which indicates work completed and hours of Services rendered by Consultant. The statement shall describe the amount of Services and supplies provided since the initial commencement date, or since the start of the subsequent billing periods, as appropriate, through the date of the statement. District shall, within 45 days of receiving such statement, review the statement and pay all approved charges thereon.

3.3.3 Reimbursement for Expenses. Consultant shall not be reimbursed for any expenses unless authorized in writing by District.

3.3.4 Extra Work. At any time during the term of this Agreement, District may request that Consultant perform Extra Work. As used herein, "Extra Work" means any work which is determined by District to be necessary for the proper completion of the Project, but which the parties did not reasonably anticipate would be necessary at the execution of this Agreement. Consultant shall not perform, nor be compensated for, Extra Work without a written change order authorized by the Board of Directors.

3.3.5 Prevailing Wages. Consultant is aware of the requirements of California Labor Code Section 1720, et seq., and 1770, et seq., as well as California Code of Regulations, Title 8, Section 16000, et seq., ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. If the Services are being performed as part of an applicable "public works" or "maintenance" project, as defined by the Prevailing Wage Laws, and if the total compensation is \$1,000 or more, Consultant agrees to fully comply with such Prevailing Wage Laws. District shall provide Consultant with a copy of the prevailing rates of per diem wages in effect at the commencement of this Agreement. Consultant shall make copies of the prevailing rates of per diem wages for each craft, classification or type of worker needed to execute the Services available to interested parties upon request, and shall post copies at the Consultant's principal place of business and at the project site. Consultant shall defend, indemnify and hold the District, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

3.4 Termination of Agreement.

3.4.1 Grounds for Termination. District may, by written notice to Consultant, terminate the whole or any part of this Agreement at any time and without cause by giving written

notice to Consultant of such termination, and specifying the effective date thereof, at least seven (7) days before the effective date of such termination. Upon termination, Consultant shall be compensated only for those services which have been adequately rendered to District, and Consultant shall be entitled to no further compensation. Consultant may not terminate this Agreement except for cause.

3.4.2 Effect of Termination. If this Agreement is terminated as provided herein, District may require Consultant to provide all finished or unfinished Documents and Data and other information of any kind prepared by Consultant in connection with the performance of Services under this Agreement. Consultant shall be required to provide such document and other information within fifteen (15) days of the request.

3.4.3 Additional Services. In the event this Agreement is terminated in whole or in part as provided herein, District may procure, upon such terms and in such manner as it may determine appropriate, services similar to those terminated.

3.5 Ownership of Materials and Confidentiality.

3.5.1 Documents & Data; Licensing of Intellectual Property. This Agreement creates a non-exclusive and perpetual license for District to copy, use, modify, reuse, or sublicense any and all copyrights, designs, and other intellectual property embodied in plans, specifications, studies, drawings, estimates, and other documents or works of authorship fixed in any tangible medium of expression, including but not limited to, physical drawings or data magnetically or otherwise recorded on computer diskettes, which are prepared or caused to be prepared by Consultant under this Agreement (“Documents & Data”). All Documents & Data shall be and remain the property of District, and shall not be used in whole or in substantial part by Consultant on other projects without the District's express written permission. Within thirty (30) days following the completion, suspension, abandonment or termination of this Agreement, Consultant shall provide to District reproducible copies of all Documents & Data, in a form and amount required by District. District reserves the right to select the method of document reproduction and to establish where the reproduction will be accomplished. The reproduction expense shall be borne by District at the actual cost of duplication. In the event of a dispute regarding the amount of compensation to which the Consultant is entitled under the termination provisions of this Agreement, Consultant shall provide all Documents & Data to District upon payment of the undisputed amount. Consultant shall have no right to retain or fail to provide to District any such documents pending resolution of the dispute. In addition, Consultant shall retain copies of all Documents & Data on file for a minimum of fifteen (5) years following completion of the Project, and shall make copies available to District upon the payment of actual reasonable duplication costs. Before destroying the Documents & Data following this retention period, Consultant shall make a reasonable effort to notify District and provide District with the opportunity to obtain the documents.

3.5.2 Subconsultants. Consultant shall require all subconsultants to agree in writing that District is granted a non-exclusive and perpetual license for any Documents & Data the subconsultant prepares under this Agreement. Consultant represents and warrants that Consultant has the legal right to license any and all Documents & Data. Consultant makes no such representation and warranty in regard to Documents & Data which were prepared by design

professionals other than Consultant or its subconsultants, or those provided to Consultant by the District.

3.5.3 Right to Use. District shall not be limited in any way in its use or reuse of the Documents and Data or any part of them at any time for purposes of this Project or another project, provided that any such use not within the purposes intended by this Agreement or on a project other than this Project without employing the services of Consultant shall be at District's sole risk. If District uses or reuses the Documents & Data on any project other than this Project, it shall remove the Consultant's seal from the Documents & Data and indemnify and hold harmless Consultant and its officers, directors, agents and employees from claims arising out of the negligent use or re-use of the Documents & Data on such other project. Consultant shall be responsible and liable for its Documents & Data, pursuant to the terms of this Agreement, only with respect to the condition of the Documents & Data at the time they are provided to the District upon completion, suspension, abandonment or termination. Consultant shall not be responsible or liable for any revisions to the Documents & Data made by any party other than Consultant, a party for whom the Consultant is legally responsible or liable, or anyone approved by the Consultant.

3.5.4 Indemnification. Consultant shall defend, indemnify and hold the District, its directors, officials, officers, employees, volunteers and agents free and harmless, pursuant to the indemnification provisions of this Agreement, for any alleged infringement of any patent, copyright, trade secret, trade name, trademark, or any other proprietary right of any person or entity in consequence of the use on the Project by District the Documents & Data, including any method, process, product, or concept specified or depicted.

3.5.5 Confidentiality. All Documents & Data, either created by or provided to Consultant in connection with the performance of this Agreement, shall be held confidential by Consultant. All Documents & Data shall not, without the prior written consent of District, be used or reproduced by Consultant for any purposes other than the performance of the Services. Consultant shall not disclose, cause or facilitate the disclosure of the Documents & Data to any person or entity not connected with the performance of the Services or the Project. Nothing furnished to Consultant that is otherwise known to Consultant or is generally known, or has become known, to the related industry shall be deemed confidential. Consultant shall not use District's name or insignia, photographs of the Project, or any publicity pertaining to the Services or the Project in any magazine, trade paper, newspaper, television or radio production or other similar medium without the prior written consent of District.

3.6 General Provisions.

3.6.1 Delivery of Notices. All notices permitted or required under this Agreement shall be given to the respective parties at the following address, or at such other address as the respective parties may provide in writing for this purpose:

Consultant:

[INSERT CONSULTANT INFORMATION]

[INSERT ADDRESS]

[INSERT CITY, STATE, ZIP]

[INSERT CONTACT]

District:

Chino Basin Water Conservation District
4594 San Bernardino Street
Montclair, CA 91763
Attn: EXECUTIVE DIRECTOR

Such notice shall be deemed made when personally delivered or when mailed, forty-eight (48) hours after deposit in the U.S. Mail, first class postage prepaid and addressed to the party at its applicable address. Actual notice shall be deemed adequate notice on the date actual notice occurred, regardless of the method of service.

3.6.2 Indemnification.

3.6.2.1 Scope of Indemnity. To the fullest extent permitted by law, Consultant shall defend, indemnify and hold the District, its directors, officials, officers, employees, volunteers and agents free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury of any kind, in law or equity, to property or persons, including wrongful death, in any manner arising out of, pertaining to, or incident to any alleged acts, errors or omissions of Consultant, its officials, officers, employees, subcontractors, consultants or agents in connection with the performance of the Consultant's Services, the Project or this Agreement, including without limitation the payment of all consequential damages, expert witness fees and attorney's fees and other related costs and expenses. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

3.6.2.2 Additional Indemnity Obligations. Consultant shall defend, with Counsel of District's choosing and at Consultant's own cost, expense and risk, any and all claims, suits, actions or other proceedings of every kind covered by Section 3.6.2.1 that may be brought or instituted against District or its directors, officials, officers, employees, volunteers and agents. Consultant shall pay and satisfy any judgment, award or decree that may be rendered against District or its directors, officials, officers, employees, volunteers and agents as part of any such claim, suit, action or other proceeding. Consultant shall also reimburse District for the cost of any settlement paid by District or its directors, officials, officers, employees, agents or volunteers as part of any such claim, suit, action or other proceeding. Such reimbursement shall include payment for District's attorney's fees and costs, including expert witness fees. Consultant shall reimburse District and its directors, officials, officers, employees, agents, and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Consultant's obligation to indemnify shall survive expiration or termination of this Agreement, and shall not be restricted to insurance proceeds, if any, received by the District, its directors, officials officers, employees, agents, or volunteers.

3.6.3 Governing Law; Government Code Claim Compliance. This Agreement shall be governed by the laws of the State of California. Venue shall be in San Bernardino County.

In addition to any and all contract requirements pertaining to notices of and requests for compensation or payment for extra work, disputed work, claims and/or changed conditions, Consultant must comply with the claim procedures set forth in Government Code sections 900 et seq. prior to filing any lawsuit against the District. Such Government Code claims and any subsequent lawsuit based upon the Government Code claims shall be limited to those matters that remain unresolved after all procedures pertaining to extra work, disputed work, claims, and/or changed conditions have been followed by Consultant. If no such Government Code claim is submitted, or if any prerequisite contractual requirements are not otherwise satisfied as specified herein, Consultant shall be barred from bringing and maintaining a valid lawsuit against the District.

3.6.4 Time of Essence. Time is of the essence for each and every provision of this Agreement.

3.6.5 District's Right to Employ Other Consultants. District reserves right to employ other consultants in connection with this Project.

3.6.6 Successors and Assigns. This Agreement shall be binding on the successors and assigns of the parties.

3.6.7 Assignment or Transfer. Consultant shall not assign, hypothecate, or transfer, either directly or by operation of law, this Agreement or any interest herein without the prior written consent of the District. Any attempt to do so shall be null and void, and any assignees, hypothecates or transferees shall acquire no right or interest by reason of such attempted assignment, hypothecation or transfer.

3.6.8 Construction; References; Captions. Since the Parties or their agents have participated fully in the preparation of this Agreement, the language of this Agreement shall be construed simply, according to its fair meaning, and not strictly for or against any Party. Any term referencing time, days or period for performance shall be deemed calendar days and not work days. All references to Consultant include all personnel, employees, agents, and subconsultants of Consultant, except as otherwise specified in this Agreement. All references to District include its elected officials, officers, employees, agents, and volunteers except as otherwise specified in this Agreement. The captions of the various articles and paragraphs are for convenience and ease of reference only, and do not define, limit, augment, or describe the scope, content or intent of this Agreement.

3.6.9 Amendment; Modification. No supplement, modification or amendment of this Agreement shall be binding unless executed in writing and signed by both Parties.

3.6.10 Waiver. No waiver of any default shall constitute a waiver of any other default or breach, whether of the same or other covenant or condition. No waiver, benefit, privilege, or service voluntarily given or performed by a Party shall give the other Party any contractual rights by custom, estoppel or otherwise.

3.6.11 No Third-Party Beneficiaries. Except to the extent expressly provided for in Section 3.6.7, there are no intended third-party beneficiaries of any right or obligation assumed by the Parties.

3.6.12 Invalidity; Severability. If any portion of this Agreement is declared invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions shall continue in full force and effect.

3.6.13 Prohibited Interests. Consultant maintains and warrants that it has not employed nor retained any company or person, other than a bona fide employee working solely for Consultant, to solicit or secure this Agreement. Further, Consultant warrants that it has not paid nor has it agreed to pay any company or person, other than a bona fide employee working solely for Consultant, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. Consultant further agrees to file, or shall cause its employees or subconsultants to file, a Statement of Economic Interest with the District's Filing Officer as required under state law in the performance of the Services. For breach or violation of this warranty, District shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of District, during the term of his or her service with District, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

3.6.14 Cooperation; Further Acts. The Parties shall fully cooperate with one another, and shall take any additional acts or sign any additional documents as may be necessary, appropriate or convenient to attain the purposes of this Agreement.

3.6.15 Attorney's Fees. If either party commences an action against the other party, either legal, administrative or otherwise, arising out of or in connection with this Agreement, the prevailing party in such litigation shall be entitled to have and recover from the losing party reasonable attorney's fees and all other costs of such action.

3.6.16 Authority to Enter Agreement. Consultant has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each Party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and bind each respective Party.

3.6.17 Counterparts. This Agreement may be signed in counterparts, each of which shall constitute an original.

3.6.18 Entire Agreement. This Agreement contains the entire Agreement of the parties with respect to the subject matter hereof, and supersedes all prior negotiations, understandings or agreements. This Agreement may only be modified by a writing signed by both parties

**SIGNATURE PAGE FOR PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE DISTRICT
AND [INSERTCONSULTANT]**

IN WITNESS WHEREOF, the Parties have entered into this Agreement as of the [DATE]
day of [MONTH, YEAR].

**CHINO BASIN WATER
CONSERVATION DISTRICT**

By: _____
[INSERT NAME]
President, Board of Directors

Attest: _____
[INSERT NAME]
Board Secretary

[INSERT CONSULTANT]

By: _____
(Signature)

Name *(Print)*

Title *(Print)*

By: _____
(Signature)

Name *(Print)*

Title *(Print)*

EXHIBIT "A"
SCOPE OF SERVICES

[INSERT SCOPE OF SERVICES]

EXHIBIT "B"
COMPENSATION

[INSERT COMPENSATION RATES FOR CONSULTANT

APPENDIX C

DISQUALIFICATION QUESTIONNAIRE

APPENDIX D
DISCLOSURE OF GOVERNMENT POSITIONS

APPENDIX E

**EX PARTE
COMMUNICATIONS
CERTIFICATION**

**APPENDIX E
EX PARTE COMMUNICATIONS CERTIFICATION**

Please indicate by signing below one of the following two statements. **Only sign one statement.**

I certify that Proposer and Proposer's representatives have not had any communication with a District Board of Director concerning **RFQ FOR INTERPRETIVE SIGNAGE & EXIHBITRY CONCEPT DESIGN SERVICES** at any time after **July 19, 2021**.

Signature

Date

Print

OR

I certify that Proposer and Proposer's representatives have communicated after **July 19, 2021** with a District Board of Director concerning **RFQ FOR INTERPRETIVE SIGNAGE & EXIHBITRY CONCEPT DESIGN SERVICES**. A copy of all such communications is attached to this form for public distribution.

Signature

Date

Print

APPENDIX F
REFERENCES

**APPENDIX F
REFERENCES**

Vendor: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) provided to customers similar to those requested in this solicitation document. Vendor must provide requested number of references, or the bid may be considered “non-responsive.” References should be current or former customers. Potential subcontractors cannot be references. Any subcontractor arrangement for the completion of this work shall be listed on a separate page.

Reference #1:

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided:

Reference #2:

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided:

Reference #3:

Company Name: _____

Address (include Zip + 4) _____

Contact Person: _____

Phone No. _____

E-Mail Address: _____

Product(s) Used and/or Service(s) Provided:
