



## Deliverables

Design, fabricate and install exterior signs for the following 5 stations:

- o Welcome/Introduction (free standing)
- o Oyster Shell Recycling (attached to structure)
- o Oyster Reef Balls (free standing; potentially using a reef ball shape as the base)
- o Oyster Gardening (free standing)
- o Oyster Barge (attached to structure)

The content and layout of the information has been designed, see appendix 1. CBF requests a creative design that can display this information. In addition, an attachable donor sign and a way to display a map should be incorporated.

The design and fabrication should celebrate the Oyster restoration process to provide as many teachable moments as possible.

The trail should act as a standalone experience when the building is closed or the CBF Virginia Oyster Team is not on site. Based on proposed locations of the stations, both the Welcome, Oyster Reef Ball, and Oyster Gardening signs will need to be free-standing, but the remaining signs could be wall-mounted or free-standing depending on your design. Signage is meant to be long-term and should be able to withstand sand, salt and flooding conditions experienced at the site.

## BID PROPOSALS

In an effort to reduce paper use, CBF will receive proposals in electronic version only. The submittals will include visuals that summarize the concept design and show how the CBF-provided content will be displayed, through text and high-quality illustrations. Pricing sheet that itemizes the deliverables and total cost, design, production, and install schedules. The conceptual plans will consist of background information, technical data, a written description of goals and objectives, detailed illustrations, plans and graphics of elements described.

This is a design-build package.

Electronic versions of the draft and final plan will include a statement recognizing that the Chesapeake Bay Foundation possesses unrestricted rights to access, use, and copy and distribute this document. In addition, the consultant will adhere to intellectual property right requirements, as established by law.

Portfolio samples of similar work in scope and scale for signs. In addition, please provide (3) referrals of similar scope and scale projects.

## SCHEDULE

Responses to this RFP shall be delivered electronically to Elizabeth Ronston ([eronston@cbf.org](mailto:eronston@cbf.org)) in PDF format no later than 5:00 PM on June 11, 2021. Fee schedules should be comprehensive and include an itemized list of all consultants and related fees required to provide full “turnkey” and design and installation services. All fees shall be broken down by consultant and by design phase. Proposals should include all necessary specialty consultants, including but not limited to,

interior design, landscape design, signage, and hardware. These sub-contractors are not necessarily required but shall be included only as deemed necessary by firms completing the scope of work and project.

Interviews may be requested and if so, will take place at the Brock Environmental Center in Virginia Beach or by phone if unable to travel.

The selection process will be completed and a successful vendor selected after June 16, 2021 and subsequent to an agreement between the two parties.

It is hoped that the installation of the project will begin be completed by June 30, 2021; however, additional time can be granted if needed.

## **INSURANCE REQUIREMENTS**

Commercial General Liability including Products and Completed Operation with limits of no less than \$ 1,000,000 per occurrence, \$ 2,000,000 Aggregate. Such insurance shall include CBF as an additional insured with respect to this project.

Commercial Automobile Liability covering all owned, non-owned or hired vehicles with a limit of no less than \$ 1,000,000.

Statutory Workers Compensation and Employers Liability with limits of \$500,000/\$500,000/\$500,000. Such coverage shall include USL&H coverage.

Umbrella Excess Liability with a limit of no less than \$ 1,000,000.  
Professional Liability/Errors & Omissions Coverage with a \$1,000,000 limit.

## **INTERVIEWS**

Interviews may take place depending on proposals received.

## **MINORITY PARTICIPATION**

CBF actively encourages proposals from Small, Women and Minority Owned (SWaM) Business and provide proof of certification through the Commonwealth of Virginia or other local public entity.

## **FOR FURTHER INFORMATION OR QUESTIONS**

**Elizabeth Ronston**  
Phone: 804-314-2439  
Email: [eronston@cbf.org](mailto:eronston@cbf.org)

## **APPENDICES**

1. Content of signs
2. Current signs at Brock Center