

Request for Proposal

Macon and Joan Brock Classroom Visual Experience at CBF's Brock Environmental Center Campus

ORGANIZATIONAL INFORMATION

Name: Chesapeake Bay Foundation, inc. (CBF)
Address: 3663 Marlin Bay Drive
Virginia Beach, VA 23455

Contact: Chris Gorri
CBF's Brock Environmental Center Manager

ISSUE DATE

May 19, 2021

SUMMARY OF NEED

Pricing for signage and additional visual experiences educational pieces that will be added to the Macon and Joan Brock Classroom at CBF's Brock Environmental Center campus located in Virginia Beach, VA.

THE PROJECT

The Chesapeake Bay Foundation has just finished construction of a 1,600 sq ft addition of a classroom on the Brock Center's campus. This new space is home to a new joint venture with Virginia Beach City Public Schools. To learn more, visit www.cbf.org/brockclassroom

The project contains signage and additional items that add to the already established visual experience that was installed when the first building opened in 2014.

MATERIALS LIST

CBF will identify specific materials that cannot be used in the designed final products, such as PVC, before signing the contract in order to comply with the Living Building Challenge criteria. In addition, the fabrication and finishes of these signs should be able to withstand harsh weather conditions, sun, sand, salt, hurricane winds and flooding in an extreme marine environment. Bidder must verify existing signs on site to ensure consistency in finish, material, color, and typeface are consistent with existing items featured on the Brock Campus.

SCOPE OF WORK

Objective: To design, fabricate and work with CBF staff to implement signage and branding items that compliment existing look and feel of what is currently represented on the Brock Campus.

- Please see attached addendum for details.

BID DELIVERABLES

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 mix of design build and fabricate only.

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.

THE SCHEDULE

Responses to this RFP shall be delivered electronically to Chris Gorri 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:

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 being completed by June 30, 2021; however, additional time can be granted if needed.

MINORITY PARTICIPATION:

CBF actively encourages proposals from Small, Women and Minority Owned (SWAM) Businesses. Please note if you are a Small, Women or Minority Owned Business and if you are certified by the State/Commonwealth/DC.

FOR FURTHER INFORMATION OR QUESTIONS:

Chris Gorri
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