



REQUEST FOR PROPOSAL

DEER CREEK PARK FOREST PRESERVE INTERPRETIVE TRAIL SIGNAGE

DEER CREEK PARK FOREST PRESERVE
NEVADA COUNTY, CA

Proposal Release Date: August 19, 2022

Proposal Due Date: September 30, 2022



Bear Yuba Land Trust
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PROJECT OVERVIEW

Bear Yuba Land Trust (BYLT) is seeking proposals from qualified, experienced designers to design six interpretive panels for a recently completed forestry project located in Nevada City, CA. BYLT is a private, non-profit, membership supported group promoting voluntary conservation of our natural, historical and agricultural resources in the Bear and Yuba watersheds of the Sierra Nevada foothills. BYLT is working under a grant with the Sierra Nevada Conservancy (SNC) to complete a forest health improvement project located in Nevada City on the 330-acre Deer Creek Park Forest Preserve (DCPFR). One of the main goals of this project is to reduce catastrophic fire risk in the Wildland Urban Interface (WUI). This Request For Proposal (RFP) is for the creation of six interpretive panel designs that will be installed along Cascade Canal trail, a popular walking trail within BYLT's Deer Creek Park Forest Preserve (DCPFP). The DCPFP is privately owned, but is under a Working Forest Conservation Easement and contains a public trail easement, both held by BYLT. This property is surrounded by residential property, and trails on the DCPFP provide a popular recreation amenity.

The interpretive panels will include language explaining the DCPFR fuels reduction project, cultural history of the land, local ecology, and historic and current forest conditions. Preliminary sign language and ideas, required logos, and images will be provided by BYLT to the chosen designer. Input on sign language and style will be provided by BYLT.

Project proposals are due by September 30, 2022.

SCOPE OF WORK

- Draft design of six interpretive panels measuring approximately 42 inches wide by 30 inches tall.
- Provide both English and Spanish text on panels.
- Depending on available photos and imagery, the designer may be required to purchase or create some illustrations for the panels portraying concepts such as current and historic forest conditions, forest treatments, local flora and fauna, and the Wildland Urban Interface.

DELIVERABLES

- Draft designs for six interpretive panels sent via PDF to BYLT.
- Up to 3 rounds of revisions
- Final, print-ready designs for six interpretive panels sent via PDF to BYLT.
- Native files delivered to BYLT.

TIMELINE

The winning designer will be selected by the end of October 2022. A kick-off meeting will occur in the winter of 2022 and work is anticipated to commence after the meeting. A first draft of the Project deliverables/interpretive panels will be submitted to BYLT March 1, 2023. BYLT will review the draft designs and provide comments and edits as necessary up to three rounds of revisions. The deadline for the final panel designs to be submitted to BYLT is August 1, 2023.

BUDGET

The budget for this work is Not To Exceed \$15,000. Invoices submitted to BYLT will be paid within 30 days.

SUBMITTAL REQUIREMENTS

Questions and submittals should be submitted via email sent to Kate@bylt.org by September 30, 2022.

Respondents should include the following in their submittal letters:

1. Cover Letter signed by an authorized officer or representative of the respondent.
The Letter must also include the following information:
 - A. The principal place of business
 - B. Contact person, title, telephone numbers and email address
 - C. Description of organization (i.e. Corporation, Limited Liability Company, or Joint Venture)
 - D. Summary of the designer/firm and experience
 - E. Summary of staff capacity for 2022 and 2023
2. A summary of the qualifications of the Respondent and team including:
 - A. Portfolio or examples of previous design work
 - B. 2-3 professional references
 - C. Breakdown of how the Budget will be spent and personnel.

EVALUATING RESPONDENTS

In evaluating responses to this Request for Proposal, BYLT will take into consideration the experience, capacity, and costs being proposed by the respondent. The following evaluation criteria is a complete list of what will be evaluated in reviewing submittals:

1. Experience
2. Capacity
3. How clearly the contractor has outlined how they will meet the RFP requirements

TERMS AND CONDITIONS OF RFP

1. It is not the intent of the RFP to cover every detail. Any problems that may arise must be promptly reported to BYLT, and will be subject to the decision of the BYLT. The Respondent certifies it has checked carefully all the quantities, specifications, and understands that BYLT will not be responsible for any errors or omissions on the part of the Respondent in compiling and submitting this proposal.
2. The Respondent agrees that they will provide the materials and/or perform the work herein under the terms and conditions set forth in the awarded contract and/or purchase order; and shall furnish and be responsible for all the labor, materials, tools, equipment, transportation, insurance, notifications, licenses, permits, and all other services and facilities necessary, including all incidental work and appurtenances as may be reasonably implied and as described in the specifications and other Contract documents. All costs incidental to these requirements will not be paid for separately but shall be included in the work.
3. BYLT reserves the right to seek additional information to clarify responses to this RFP. BYLT may reject any and all proposals and re-issue this RFP. The Selection Committee composed of BYLT staff will review qualifications in accordance with the evaluation criteria set forth herein. Proposals that are submitted timely and comply with the mandatory requirements of the RFP will be evaluated in accordance with the terms of the RFP. Any contract resulting from this RFP will not necessarily be awarded to the vendor with the lowest price. Instead, the contract shall be awarded to the vendor whose proposal received the most points in accordance with criteria set forth in this RFP.
4. No aspect of the project may be subcontracted without the written permission of BYLT.