REQUEST FOR PROPOSALS

From: JREM.co
224 NW 55th st, Seattle WA 98107
(612) 327 7353

For: Watsonville Wetlands Watch

Project: **Nature Center** - EXHIBIT FABRICATION

REQUEST FOR PROPOSALS

Dear Vendor

The Watsonville Wetlands Watch is seeking a fabrication partner for their upcoming permanent exhibit location in the new Watsonville Nature Center.

The RFP for exhibit fabrication follows. For the purposes of this procurement process, JREM.co will be acting as Owner's Representative. Please send all communications to jill@jrem.co

Note that due to municipal rules, much of the exhibits will be installed by a local, prevailing wage contractor. The Exhibit fabricator will be required to provide clear installation instructions and to supervise local installers. Specialty exhibit installation will remain within the scope of the exhibit fabricator but also must be undertaken at local prevailing wage. The division of installation scope called out in the pricing sheet.

Please note that all information contained in this RFP is confidential and may not be shared beyond the solicited company without written permission from JREM.co.

We hope that you will consider responding to this RFP.

Signature:			
Name and Title	Jill Randerson, Principal, JREMco	Date:	28th September 2026
On behalf of	Jill Randerson Exhibit Management	**[JREMco]**	

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1. HISTORY

Founded in 1991 as an all-volunteer organization, Watsonville Wetlands Watch (WWW) was the Pajaro Valley's first environmental non-profit. The Watsonville Sloughs are one of the largest freshwater wetlands in the California coastal region, a system of six interlinked sloughs comprising about 800 acres. WWW advocates for the preservation of this unique resource and acts on behalf of the local environment, envisioning a thriving wetland ecosystem, with the community at the center of its conservation. Their work reflects their core values of community-led environmental stewardship and data-driven environmental science. They train the next generation of environmental leaders and stewards through skill-building outdoor environmental education, paid internships, and environmental workforce development training.

For 16 years, the City of Watsonville's former Nature Center operated out of a small trailer in Ramsay Park with staff from the City's Public Works Department and support from WWW staff to run community and school programs. Community members of all ages learned about local habitats, embarked on guided nature walks, engaged in environmental restoration, received free conservation devices, and participated in hands-on learning experiences. Knowing the trailer facility would need to be replaced, the City and WWW developed a plan to develop a new shared Nature Center. The shared Nature Center is located at Ramsay Park and is currently under renovation. The building should receive COO by December 2026.

2. MISSION

The mission of Watsonville Wetlands Watch is to preserve, restore, and foster appreciation of the wetlands of the Pajaro Valley.

3. LOCATION

The new nature center will be located in the renovated 'family center' in Ramsay Park:
ADDRESS: 1301 Main St, Watsonville, CA 95076
LINK: https://maps.app.goo.gl/KLBoVvtuEEhLEq3k9

4. PROJECT GOALS

The mission of the Watsonville Nature Center (Nature Center) is to serve as an accessible space to connect people to nature, to each other, and to resources to create a healthy, equitable, and resilient Watsonville community.

The Nature Center will continue to address the current restoration needs of the wetlands, ensuring their on-going care and stewardship by educating and engaging students and residents and developing future environmental leaders. The nature-based, culturally relevant, and hands-on environmental education and volunteer programs will continue to serve thousands of Pajaro Valley Unified School District (PVUSD) students, getting youth outdoors and inspiring the next generation of leaders, who will address the complex environmental challenges that the community faces. With the Nature Center as a hub for environmental conservation, WWW will involve community members in restoration efforts, as volunteers, paid youth interns, and workforce trainees. Habitat restoration programs will continue to strengthen the natural resources of the Pajaro Valley region, cleaning waterways, improving trails and

greenbelts, and laying the foundation of the return of wildlife species whose future survival depends on thoughtful actions taken today.

5. PROGRAM

The Watsonville Nature Center will occupy approximately 3,000 square feet of the building in Ramsay Park. The remainder of the building will be used for WWW and Watsonville City offices plus a community room.

6. CURRENT PROJECT STATUS

Design status – WWW enlisted the exhibit design services of The Exhibits Department. The designs are 100% complete. Print ready graphic files will be released to the selected fabricator by early 2027.
Funding status – The project is 100% funded with grants and private donations.

7. GOAL PROJECT TIMELINE

On-board exhibit fabrication firm by: Late November 2026
Goal Nature Center opening: Summer 2027

8. DELIVERABLES

The following items are included in the scope of work:

- Project management services sufficient to complete fabrication scope including open-book budgeting and updated schedule. Minimum bi-weekly updates to Owner's team.
- Maintain punchlists during install and opening.
- Shop drawings for each exhibit component. 10 working days are required to review shop drawing submittals
- Print-ready graphic files and proofs for review. 10 working days are required to review graphic proofs
- Site survey of Nature center space including survey of existing taxidermy and assessing fitness for re-purposing.
- Working prototypes of all exhibit interactives for client review (on video or in-person)
- Provision of all exhibit elements and graphics as agreed at end of final design phase.
- Audio Visual gear and integration per content book.
- Packing and delivery of all items to site
- Installation of all items listed in "Exhibit Fabricator" scope in pricing sheet.
- Installation instructions and installation supervision of all items lists as 'installer' scope in pricing sheet.
- As-built drawings and O & M manuals in digital and print format.
- Final editable graphic files in digital format
- Copies of all files produced in the creation of the exhibits
- Staff training during soft-openings; 8 hours minimum.
- Minimum 1 year warranty on all deliverables.
- Exhibit staff presence on-site during opening and for 24 hours afterwards.

9. EXCLUSIONS

FF&E excluded from costs unless specified in the 100% Bid packet

10. SELECTION CRITERIA

Capacity to undertake work within the given timeline	20%
Experience of project team	20%
Past project references	20%
Cost	40%

11. REQUIRED RESPONSES

Responses should include the following elements in this order:

1. List key personnel who will be directly involved with this project including Project Manager, Lead Fabricator and Installation Supervisor (if different). Provide resumes for listed staff.
2. Identify your company's available fabrication capacity between December 2026 and End July 2027.
3. List the percentage of work that you will undertake in-house.
4. List all proposed subcontractors and define their roles.
5. Provide company background and references for subcontractors who will perform more than 5% of the contract.
6. Provide a work-plan and schedule with project phases and key review milestones.
7. Describe mechanisms that you employ to ensure cost control and schedule adherence.
8. Provide cost estimate for this scope of work (USD) on the pricing sheet provided as Addendum.
9. List your warranty terms.
10. List your desired payment terms
11. Provide proof of insurance as stipulated in item 15.
12. Provide information on 3 comparable projects of similar scale, undertaken by your company in the last 5 years. Include budget, timeline and current client references.

12. SUBMITTAL PROCEEDURE

Responses should be made in digital format.
Please limit your response to 25 pages (8.5 x 11")
Responses should be emailed to: jill@jrem.co
Deadline for responses is 5pm on 10.19.26

13. TIMELINE

RFP Released	9.28.26

'Intent to respond' emails due (Send to: jill@jrem.co) by 5pm	10.05.26
Deadline for questions *	10.05.26
Responses to questions	10.13.26
RFP responses due, 5pm PST.	10.19.26
Selected Fabricators notified no later than;	11.10.26
Goal contract finalized/Project start	12.11.26

*JREM.co will circulate all questions and responses to all vendors.

14. FINE PRINT

The vendor shall be responsible for all costs incurred in preparing a response to this RFP. All materials and documents submitted in response to this RFP become property of Watsonville Wetlands Watch (WWW). This RFP does not commit WWW to award a contract, to pay any costs incurred in the preparation of a Proposal or to contract for services. WWW retains the right to cancel and/or reissue this RFP at any time.
Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects the subcontracting firm(s) to the same provisions of the federal law.
Each vendor submitting a proposal in response to this RFP warrants and guarantees that the vendor is fully capable of performing each task set forth in the proposal.

15. INSURANCE

Selected vendor shall at its own expense obtain and maintain until the termination of the contract and provide the WWW with evidence of: Professional Liability Insurance covering the work and services described in this contract for an amount not less than one million dollars ($1,000,000) per occurrence. Comprehensive General Liability Insurance on an occurrence basis for an amount not less than one million dollars ($1,000,000). Please provide proof of insurance as an addendum to your submission.
Bonding: Please specify whether your company can be bonded. If so, list cost of bond.

16. ADDENDA (via file transfer)

1. WNC_Bid Docs_Design Drawings_09-18-2026.PDF
2. Watsonville Exhibit Content Manual - July 2026.pdf
3. WNC Graphic Schedule_09-14-26.xlsx
4. WNC_Bid Docs_cutsheets_09-08-2026.pdf
5. WNC Pricing sheet

17. END