



Responses to Q+A for Graphic Design, Fabrication, & Delivery Services for Artwork

1. Is SVCE just looking to commission one piece of artwork or more than one? If more, how many?
 - a. SVCE's priority is the main statement artwork located in the entry lobby behind the check-in desk. SVCE is open to commissioning other pieces from the awarded vendor if SVCE is satisfied with the initial work.
2. What budget range or not-to-exceed amount has SVCE allocated for the complete artwork commission?
 - a. The budget is dependent on the awarded vendor and the mutually agreed-upon scope of work. We are seeking reasonable hourly rates and to maximize the investment we are making with a partner who can make efficient use of funds.
3. Is the budget intended to cover design, project management, engineering, fabrication, lighting components, packaging, transportation, insurance, taxes, permits, installation support, and contingency—or are any of these costs funded separately?
 - a. Yes, the proposed budget should include all work associated with the main artwork and potential subsequent artwork. Additional artwork can be added as “optional tasks” to the proposal.
4. Should the cost proposal include installation costs? The Scope of Work states that installation will be performed separately by SVCE's general contractor, while Section II.C of the draft agreement assigns installation and site-preparation costs to the artist.
 - a. Installation work will be conducted by the current general contractor and does not need to be included in the proposal. The line item in the agreement can be updated during contract negotiations with the awarded vendor.
5. Should sales or use tax be included in the proposed fixed fee?
 - a. Yes.
6. Will SVCE permit a separate contingency allowance for unknown site conditions, material-price changes, or modifications requested after design approval?
 - a. The proposer can include a contingency amount in the proposed budget.

7. Can the payment schedule include milestone payments tied to design approval, material procurement, fabrication, and delivery, rather than only 50% at contract execution and 50% after final completion?
 - a. SVCE can consider this during contract negotiations with the awarded vendor.
8. Can SVCE provide current architectural drawings, elevations, dimensions, photographs, and finish specifications for the lobby wall, check-in desk, and surrounding area?
 - a. SVCE can share this information with the awarded vendor.
9. Are the estimated dimensions of 6 feet high by 9 feet wide fixed, or may proposers recommend a different size or configuration?
 - a. Proposers can recommend a different size and configuration with guidance from SVCE.
10. What is the wall's construction, substrate, available attachment structure, and allowable load? Are there restrictions on drilling or anchoring?
 - a. SVCE can share this information with the awarded vendor.
11. Can SVCE provide the exact location, voltage, circuit capacity, switching or control method, and concealment route for the existing electrical connection?
 - a. SVCE can share this information with the awarded vendor.
12. Must lighting components carry specific certifications, such as UL or ETL listing? Are there requirements for dimming, timers, replaceable components, energy consumption, color temperature, or integration with building controls?
 - a. Lighting components are subject to standard federal and state requirements that ensure safety, performance, and energy efficiency. The lighting feature is expected to have basic functions with little to no special features.
13. Are there applicable fire-rating, seismic, accessibility, egress, building-code, or facilities standards that the artwork must meet?
 - a. SVCE can share this information with the awarded vendor.
14. Will proposers have an opportunity to attend a site visit before submitting a proposal or before finalizing the design?

- a. Due to the timeline of the RFP and the construction of the building, proposers will not be able to visit the site prior to submitting a proposal. The awarded vendor can conduct a site visit.
- 15. Are the listed landmarks, energy sources, technologies, history, and values illustrative possibilities, or are any of them mandatory content?
 - a. These are illustrative possibilities.
- 16. Does SVCE expect the proposal to include an original artwork concept, or primarily a portfolio, proposed creative approach, materials, and process? If a concept is required, what level of development is expected?
 - a. SVCE would like to see rough, directional concepts in the proposals, if possible. This is up to the proposer. Otherwise, leveraging existing portfolio work or example imagery is ok too. As this RFP does not include an honorarium, we recognize that proposals will be high-level concepts and supplemental portfolio pieces.
- 17. Will SVCE provide brand guidelines, approved logos, color standards, photography, historical materials, or other source assets?
 - a. SVCE can share with the awarded vendor.
- 18. How many concept directions and revision rounds should proposers include in their fees?
 - a. This will depend on the awarded vendor's standard process. Concept and draft rounds may be included in budgets as separate line items.
- 19. Does SVCE expect any engagement with its 13 member communities or other external stakeholders during concept development, or will SVCE staff consolidate and provide all stakeholder input?
 - a. No, the awarded vendor will work with SVCE staff only.
- 20. What design-stage deliverables are expected—for example, sketches, renderings, material samples, lighting tests, digital files, scaled models, or a full-size mockup?
 - a. This will depend on the final material that is selected for the artwork, but throughout the process, SVCE would expect to see sketches, renderings, and digital files at a minimum.
- 21. Is wood required, or are other natural, recycled, reclaimed, low-carbon, or mixed materials acceptable if they satisfy the project's aesthetic and durability goals?

- a. While wood is the preferred material, SVCE is open to different proposed materials.
- 22. How does SVCE define “locally sourced” wood, and is certification or chain-of-custody documentation required?
 - a. SVCE defines “locally sourced” as originating from the Bay Area. SVCE has a local contact who can source redwood within Santa Clara County. The contact will be shared with the awarded vendor.
- 23. What service life does SVCE expect beyond the stated five-year maintenance period?
 - a. The piece should be durable and last as long as possible.
- 24. Are there restrictions relating to finishes, adhesives, VOC emissions, flame spread, sharp edges, allergenic materials, pest risk, or cleaning products?
 - a. This can be discussed with the awarded vendor.
- 25. What maintenance documentation, replacement parts, spare lighting components, touch-up materials, or staff training should be included?
 - a. Any materials related to the maintenance and operations of the piece should be provided.
- 26. What is the required date for final design approval, fabrication completion, and delivery? The RFP identifies an October 2026 start but does not state a completion deadline.
 - a. Time is of the essence for this project, although SVCE understands that a project of this size has time considerations. SVCE would like to have the artwork completed and installed by December 9, 2026, if possible.
- 27. When will the lobby and installation area be ready for field verification, delivery, and installation?
 - a. Lobby and installation can be ready as soon as October.
- 28. Are there delivery-access restrictions involving vehicle size, loading areas, elevators, door clearances, work hours, security, staging, or temporary storage?
 - a. SVCE does not anticipate delivery restrictions. There is a large parking lot behind the building, and the building's entryway is also adequate for bringing

in large materials. Delivery access can be further assessed with a site visit with the awarded vendor.

29. If the artwork cannot be installed immediately upon delivery, who will provide and pay for secure, climate-appropriate storage?

a. The artwork can be stored in the building.

30. Does SVCE require progress inspections, shop visits, fabrication photographs, or approval of samples before fabrication proceeds?

a. This can be included in the mutually agreed-upon scope of work with the awarded vendor.

31. The draft Art Agreement requires the Artist to guarantee structural integrity for five years and repair damage during that period at the Artist's expense. Can SVCE clarify whether this warranty is intended to cover defects attributable to design/fabrication only, rather than damage resulting from installation by SVCE's contractor, misuse, building conditions, or other circumstances outside the Artist's control?

a. SVCE has reviewed the language in the Agreement and, because installation is excluded from the scope of work for this Agreement, revises Section IC as follows:

The Artist shall guarantee the structural integrity of the Artwork for 5 years following the completion of the Artwork, and the Artist shall repair any damage to the Artwork in that time period and during the installation period at the expense of Artist, excluding such damage to the extent caused by the actions or inactions of SVCE or its contractors.

32. Please clarify the division of responsibility among the selected team, SVCE, the general contractor, electrical contractor, structural engineer, and any specialty installer.

a. SVCE can discuss this with the awarded vendor.

33. Who is responsible for engineering calculations, stamped drawings, attachment design, permits, inspections, installation hardware, electrical connections, wall preparation, patching, and cleanup?

a. SVCE can discuss this with the awarded vendor.

34. The RFP states that the artwork should include illumination supported by existing electrical work. What electrical infrastructure will be available at the artwork

location (power location, voltage, switching/control, junction boxes, etc.), and what portion of the lighting/electrical system is expected to be incorporated into the artwork by the selected team?

- a. SVCE can share this with the awarded vendor.

35. Will SVCE's general contractor assume responsibility for damage caused during installation? The draft agreement presently requires the artist to repair installation-period damage even though SVCE's contractor will perform the installation.

- a. See response for question 31.

36. At what point will delivery and acceptance occur: arrival at the site, inspection after unpacking, completion of installation, or final written approval?

- a. SVCE can discuss the timeline in detail with the awarded vendor.

37. Will the artist be given an opportunity to inspect or supervise installation and document the installed condition before acceptance?

- a. Yes, the artist can be on site during the installation and can coordinate with SVCE staff for scheduling.

38. Are there specific maintenance, cleaning, durability, fire-rating, indoor-air-quality, sustainability, or material requirements that the artwork must satisfy beyond being sturdy, long-lasting, and easy to clean for five years?

- a. SVCE can discuss this with the awarded vendor.

39. Will SVCE provide the relative weighting or scoring assigned to qualifications, creative approach, schedule, cost, contract acceptance, and other evaluation criteria?

- a. Proposals will be assessed on overall cohesiveness and creativity of the scope of work, while the budget and timeline will be considered heavily in the grading process.

40. Does SVCE anticipate one award for the entire project, or could design, fabrication, and delivery be awarded separately to multiple proposers?

- a. SVCE anticipates awarding one proposal for the project. A single proposal can consist of multiple parties. Proposals should list each party and their assigned task.

41. If interviews are conducted, will finalists be asked to prepare additional concepts, samples, or presentations? If substantial new creative work is required, will an honorarium be provided?

- a. SVCE may invite proposers to present their proposals, concepts and portfolios in an interview but no materials outside of the original bid will be required.

42. Are cover pages, tables of contents, resumes, references, portfolio images, insurance certificates, contract exceptions, and addenda acknowledgments included within the stated section page limits?

- a. No, these items are not included in the page limits stated on page 5 of the RFP. Proposers can include this information in addition to the required documentation.

43. Is there a maximum email attachment size, and may a proposal include links to externally hosted portfolio materials or supplemental video?

- a. There is no maximum size for the email attachment. Proposers can include links and videos.