EXTERIOR SIGN DESIGN SERVICES

Sno-Isle Regional Libraries

Abstract

Sno-Isle Libraries is seeking proposals for professional sign design and consultation services for the purpose of requesting bids for the fabrication of exterior monument signs as needed.

Brian Rush
BRush@sno-isle.org
REQUEST FOR QUALIFICATIONS – MONUMENT SIGN
CREATE BID DESIGN & INTENT SPECIFICATIONS DRAWINGS

1. PURPOSE: Sno-Isle Libraries is hereby soliciting consultant qualifications for professional services to prepare an exterior monument sign specification and intent for fabrication from a current design included herein title attachment “SIL EDM” for the Edmonds Library. It will include drawings for two signs of equal size and specifications. This request invites qualified consultants to submit qualifications for accomplishments of the items of work described below under Scope of Services. Information shall be prepared and submitted in accordance with the requirements described in this Request for Qualifications (RFQ). Once the firm is selected, a contract will be negotiated based on a mutually agreed upon scope of services.

2. PROJECT DESCRIPTION: Firm qualifications are being requested to prepare drawings for two identical exterior monument signs for the Edmonds Library that:
   2.1. Most closely adheres to Sno-Isle Libraries design intent and past specifications while maintaining the design standards already in use at existing Sno-Isle Libraries; and matches the design sample provided herein;

3. SCOPE OF SERVICE: The scope and required service is to provide drawings intended to illustrate the design and fabrication of exterior monument signs, as referenced in section 1 of this RFQ, to be used as a general reference and guideline for permitting, fabrication, and installation of any such signs and must meet or exceed all required local and national codes.
   3.1. All engineering, fabrication, illumination requirements or restrictions of the local jurisdictions served must be used in the design consideration and intent. When used, all illumination techniques must comply with all applicable local illumination code requirements.
   3.2. All materials specified in the design must be able to withstand exterior conditions and elements and must meet or exceed the requirements for their intended use. The durability and intended quality of the materials selected for the design are the responsibility of the designer.
   3.3. The final deliverable, or drawings, must include instructions, notes, messages, and references intended to help with the accurate understanding in the intended fabrication and installation of the monument sign(s) proposed.
   3.4. Samples of the deliverable will be provided prior to the final sign design drawings for review by the client, Sno-Isle Libraries, and prior to the design bid set being used in the sign bid process.

4. PROPOSAL CONTENT: To standardize responses and simplify comparison and evaluation of responses, all statements must be organized in the manner set forth below, separated into sections, and appropriately labeled. All information and materials requested shall be provided in the proposal under a single cover. The proposal length shall be limited to a maximum of 10 single-sided pages, not including dividers and covers. Minimum font size shall be eleven (11) point.
   4.1. Licensing and Certification: Provide proof of any and all current licensing required by the State of Washington for performing this type of work in conjunction with public works projects.
   4.2. Business Organization: The full name and address of the firm that will perform the services described herein stated. The Principal-in-Charge of the office shall be identified. Please include a cover letter summarizing your firm’s background, resources, and relevant experience.
   4.3. Technical Approach & Scope of Work: The responding firm shall state its understanding of the project as outlined in the Scope of Services. The approach in rendering the services required shall be detailed in a proposed Scope of Services.
4.4. Related Technical Experience Descriptions: A minimum of two (2) and a maximum of five (5) projects of similar size and nature shall be submitted and no more. The project description must contain the scope of services performed, location and references.

4.5. Project Staffing & Qualifications: For the project manager and personnel to be assigned with specialized skills shall be highlighted. A synopsis of experience, training or other qualities that reflect the individual’s related experience and expected contribution to the project. A brief history of professional certifications, registrations, and licenses that your firm / individuals hold that pertain to this project.

4.6. Demonstrates the best use and combination of materials for a superior presentation; and

4.7. Demonstrates experience with sign fabrication requirements, construction, and design criteria that represents the best value and life of the exterior monument signs to be installed

4.8. Project Schedule: A tentative realistic project schedule must be included and submitted with the proposal provided by the requested due date. The schedule is not considered a contracted commitment but rather a tool for estimating and evaluating the firm’s relative experience and understanding of the processes and challenges of this project.

4.9. Additional Information: Provide any additional information regarding the firm’s experience, capabilities, or demonstrated qualifications which are important to the success of the project.

5. PROPOSAL SUBMISSION: All responses to this request for qualifications must be received by Karen Kramer, Purchasing Specialist as follows:

- FAQ DUE DATE: 3:00PM, Wednesday, April 3, 2019; send to Brian Rush, email BRush@sno-isle.org
- RFQ DUE DATE: 3:00PM, Wednesday, May 1, 2019; send to Karen Kramer, email KKramer@sno-isle.org
- AWARD DATE: Tuesday, May 7, 2019, by a staff panel TBD by Sno-Isle Libraries

6. RFQ CONTACT PERSON: Any questions concerning the Request for Qualifications should be directed to Brian Rush email BRush@sno-isle.org or phone number (360) 651-7093.

6.1. FAQ, INQUIRY, AND CLARIFICATION REQUESTS: After issuance of the request for qualifications, persons or entities who intend to respond to such request for qualifications by submission of a competitive proposal, and who have questions regarding the request for qualifications, or who object to any term, provision, or requirement of the request for qualifications, or who desire clarification or interpretation of any term, provision, or requirement of the request for qualifications, may submit such questions, objections, or requests for clarification or interpretation to the Contact Person named above via email no later than five (5) calendar days prior to the proposal due date. Such questions, objections, requests for clarification or interpretation shall be submitted in writing.

6.1.1. The Contact Person will respond in writing to all questions, objections, requests for clarification or interpretation presented to Sno-Isle Libraries in regard to this request for qualifications. In addition to making a written response, Sno-Isle Libraries may issue an addendum amending the request for quote by changing, deleting, or adding terms, provisions, or requirements to the request for qualifications. In no case will verbal communications override written responses or requirements of this request for qualifications.

7. EVALUATION AND SELECTION PROCESS: Qualifications will be evaluated by Sno-Isle Libraries using the Selection Criteria included herein to the firm best qualified to meet the needs on this project as determined by a panel Sno-Isle Libraries. The firm(s) deemed best qualified by this
scoring process may be invited for an additional presentation and interview. However, Sno-Isle Libraries reserves the right not to request interviews of any, all, or none of the consultants.

7.1. ACCEPTANCE / REJECTION OF RESPONSES: Sno-Isle Libraries reserves the right to accept or reject any or all responses submitted, in whole or in part, and to waive any informalities, nonconformity, or technicalities with which at the organization’s discretion are determined to be in the best interests of Sno-Isle Libraries. Sno-Isle Libraries makes no commitment that a contract or purchase order will be awarded to any responder. Sno-Isle Libraries reserves the right to reject any and all responses without indicating any reasons for such rejection(s). Sno-Isle Libraries reserves the right to postpone due dates for its own convenience and to withdraw this solicitation at any time without prior notice.

7.1.1. This request for qualifications does not commit Sno-Isle Libraries to award a contract, pay any costs incurred in preparation of these qualifications or participating in the interview process, or to procure or contract for any services at any time.

7.2. EVALUATION CRITERIA: To be decided by a panel at Sno-Isle Libraries.

7.2.1. Experience in designing and outlining instruction in the fabrication and installation of exterior monument signs.

7.2.2. Quality of previous contract performance based on samples of past work

7.2.3. Ability to accurately estimate timelines for completion, adhere to schedules, and meet deadlines.

7.2.4. Responsiveness to requests for information and necessary requirements in the completion of the assigned tasks.

7.2.5. Compliance with statutes, rules, regulations, and requirements in the course of design and contract compliance with previous contracts; public works examples preferred.

7.2.6. References and past experience with Sno-Isle Libraries

7.2.7. Qualifications of staff readily available to work on this project

7.2.8. Licensing and certification