

# **REQUEST FOR QUALIFICATIONS**

## **PREPARE CONTENT, GRAPHICS, SPECIFICATIONS, AND FABRICATION MONITORING FOR INTERPRETIVE SIGNAGE**

### **NORTH PATHWAY INTERPRETIVE SIGNAGE TETON COUNTY, WY**

#### **SECTION ONE INTRODUCTION**

##### **General Description and Purpose**

The Jackson Hole Community Pathways Department has recently completed a 5.9 mile multi-use paved pathway from the Town of Jackson to the Gros Ventre River. The pathway is located on the east side of US Hwy. 89 on lands owned by the U.S. Fish and Wildlife Service, offering spectacular views of the National Elk Refuge and wildlife including elk, trumpeter swans, bison, waterfowl, and other species. The U.S. Fish and Wildlife Service permitted the pathway installation and required that Teton County install interpretive signs along the pathway so that recreational use includes interpretive and educational opportunities.

##### **Submittal Deadline**

A sealed original submittal, five (5) hard copies, and a digital (PDF) copy must be received by Teton County, WY (Owner) at the Jackson Hole Community Pathways Office by **2:00 PM MST, June 27, 2014**. Submittals shall be valid for a period of forty-five (45) days from receipt by the Owner. Submittals received after the date and time specified above shall be considered late and shall not be considered for award. Late submittals shall be returned unopened to the Entity's authorized representative.

Consortiums, joint ventures, or teams submitting offers will not be considered responsive unless it is established that contractual responsibility rests solely with one individual, firm, or corporation. The Owner will contract with one Entity only in conjunction with the services solicited in this Request for Qualifications (RFQ). Responses to this RFQ should be submitted via Federal Express, United Parcel Service, or hand delivered to:

Brian Schilling  
Pathways Coordinator  
Jackson Hole Community Pathways Department  
320 S. King St.  
P.O. Box 3594  
Jackson, Wyoming 83001  
1.307.732.8573  
bschilling@tetonwyo.org

**Proposal Postponement or Amendment:**

The Owner reserves the right to amend any portion of the RFQ. Copies of such amendments shall be furnished to all prospective, interested Consultants. Where such amendments require changes in the scope of services, the final date for submission may be postponed.

**Cost of Submittal Preparation:**

Any costs incurred by the Consultant responding to this RFQ in anticipation of receiving a contract award shall be the responsibility of the Entity submitting the response. The Owner shall not reimburse the Consultant for any such expenses.

**Schedule of RFQ Submission and Review**

The Owner shall adhere to the following schedule in the receipt, review, and evaluation of Submittals:

June 4, 2014	RFQ available for distribution.
June 27	Submittal due date.
July 11	Completion of Submittal evaluations.
July 14-16	Interviews with "short listed" teams <b>if required</b> . Finalize Owner - Consultant contract, Scope of Services, and fee.
August 5, 2014	Teton County BCC approval / Notice to Proceed

**Acceptance**

This RFQ provides interested professionals with the necessary information to enable them to prepare and submit information for consideration by the Owner.

The Owner reserves the right to enter into further discussions with any Consultant based solely upon the initial response to the RFQ and the right to negotiate the cost with the selected Consultant if it is deemed to be in the best interest of the Owner.

If the Owner is unable to negotiate a final scope of services and professional fee with the Owner's first choice, Owner reserves the right to negotiate with other Consultants who submitted a response to the RFQ.

## SECTION TWO DESCRIPTION OF REQUIRED SERVICES

Please reference the attached “Area Map” and document entitled “North Highway 89 Pathway / Preliminary Interpretive Concepts” for preliminary information and sign locations / concepts.

This Request for Qualifications (RFQ) is specifically meant to address all the elements required to ensure that the interpretive signage educates the public on the surrounding area and the many natural resources, including wildlife that inhabit the area, and meets the guidelines of the National Park Service (NPS) publication “Wayside Exhibits”, *Harpers Ferry Center, First Edition dated October 2009*. Potential Consultants should acquire a copy of this 84 page document from [www.nps.gov](http://www.nps.gov). The project shall be considered a “turnkey” operation and include all work as outlined in the NPS publication, except for signage installation. General work components include the following:

- Site visit / analysis
- Concept Design
- Design Development
- Final Wayside Exhibit Plans and Specifications
- Estimates of Probable Cost
- Assist in fabrication bidding and fabricator selection
- Review and comment on shop drawings
- Sign Fabrication Monitoring

### **Schedule of Submittals / Key Project Dates**

The Consultant shall meet the following submittal schedule for the above milestones:

August 5, 2014	Consultant Contract execution and Notice to Proceed.
August 15 +/-	Owner / Consultant field visit
September 19	Complete Site Analysis. Reference NPS document.
November 14	Complete Concept Design. Reference NPS document.
January 9, 2015	Complete Design Development Wayside Exhibit Plan. Reference NPS document.
February 13	Complete Final Wayside Exhibit Plan. Reference NPS document.
March 20	Complete Sign Fabrication and Monitoring. Delivery to Owner for installation

**NOTE:** The above schedule is preliminary in nature and may be revised, subject to agreement by Owner and Consultant.

### SECTION THREE PROPOSAL CONTENT / QUALIFICATIONS

Proposals shall contain a straightforward, concise delineation of the Consultant's capability to satisfy the requirements of the Request for Qualifications. Each proposal shall be submitted in the requested format and include all pertinent information necessary to evaluate the submission.

#### **Proposal Contents**

Consultants shall adhere to the following format in the development and submission of the proposal:

- 1) **Identification of the Submitting Entity.** State the name of the firm, mailing address, telephone number, facsimile number, email address and authorized individual to negotiate on behalf of the firm. (1 page maximum)
- 2) **Work Plan.** State in detail the proposed methods, which will be undertaken to perform the requested scope of work. Include in your submission time lines, PERT charts, Gantt charts or other exhibits detailing the schedule of activities in your work plan. (10 pages maximum)
- 3) **Past experience.** Provide specific examples of past projects requiring permits and / or approvals to be obtained for this project. List the specific agencies involved. Provide examples of past projects of a similar nature and your firms' ability to meet deadlines. (5 pages maximum)
- 4) **Innovative, cost effective design.** Provide examples of utilizing innovative techniques that minimized fabrication and life cycle maintenance costs.
- 5) **Personnel and Staffing Plan.** Identify and provide resumes for all personnel who will have responsibility for performing the proposed scope of work. Indicate the level of effort each staff person shall have on a task-by-task basis. Indicate the organization of the proposed team, specifically identifying the proposed Project Manager. If the proposal involves a team submission, explain how the team will be organized to ensure adequate communication and performance among the firms in the team arrangement. Provide a brief overview of the firm's qualifications to undertake this assignment. The Owner is expressly interested in the firm's experience and qualifications to provide the professional services for this specific project. Lengthy explanations of other completed, but unrelated, projects are discouraged. (5 pages maximum)
- 6) **References.** Provide a list of past clients for which your firm has performed work of a similar nature. For each reference, include a contact name, phone number and address. Briefly describe the work performed for each reference. Include a minimum of four references and no more than six. (2 pages maximum)

**SECTION FOUR  
EVALUATION CRITERIA**

**Evaluation Criteria**

The Owner shall evaluate the Proposals based on the following criteria:

	<u>Rating</u>	<u>Weight</u>	<u>Score</u>
<u>Criteria One / Proposal Format</u>			
Professional presentation, followed instructions	_____	_3_	_____
<u>Criteria Two / Work Plan</u>			
Methods employed, understanding what is wanted, methodology, scheduling, time control.	_____	_4_	_____
<u>Criteria Three / Past experience - timeliness</u>			
Experience working with permitting agencies. Experience with projects of a similar nature. Ability to meet project deadlines.	_____	_5_	_____
<u>Criteria Four / Innovative, cost effective design</u>			
Innovative techniques that minimize fabrication and life cycle maintenance costs.	_____	_5_	_____
<u>Criteria Five / Personnel and Staffing Plan</u>			
Experience and qualifications of key personnel assigned to this project.	_____	_5_	_____
<u>Criteria Six / References</u>			
	_____	_3_	_____
	Total Score		_____

**Rating Points:**

- 10 - Excellent
- 7.5 - Good
- 5.0 - Satisfactory
- 2.5 - Marginal
- 0.0 - Unsatisfactory