

Category: Services

Ad Start Date: 03/22/2021

Ad Title: Request for Qualifications: Custom Signage Fabrication & Installation

Description: Richland Library is seeking Statements of Qualifications as described in the RFQ from sign fabrication and installation vendors to pre-qualify vendors for a turnkey project to be bid after this qualification process. Only pre-qualified vendors will receive Invitations to Bid for the Custom Signage Fabrication & Installation project. Qualification will be determined by a review of the submitted Statements of Qualification by a panel of Library staff and the Library's Wayfinding design vendor. An Invitation to Bid will be issued to all pre-qualified firms and award made in compliance with the Library's competitive purchasing policy.

ATTENTION

The Anticipated Scope of Work, Part E., consists of two PDF files that must be downloaded in order to complete this Request for Proposals:

- * 2021.02.25 Richland Library Bid Documents Rev1_6619.1
- * 2021.02.25 Richland Main Specifications Rev1_6619.1

The documents may be obtained by emailing sullivan@richlandlibrary.com and requesting a download link.

DATE: March 22, 2021

REQUEST FOR QUALIFICATIONS: Custom Signage Fabrication & Installation

SUBMISSION DEADLINE: May 14, 2021 at 12:00 noon

Interested parties are invited to submit sealed Statements of Qualifications (SOQ) in accordance with the requirements of the solicitation contained herein.

Sealed SOQ's must be submitted to the Richland Library Administration, 1431 Assembly Street, no later than the date stated above. Statements will be opened in the Richland Library Auditorium, 1431 Assembly Street, Columbia SC, at which time respondents to this request will be publicly identified. SOQ's received after the stated time will not be accepted. Statement modifications will not be accepted by facsimile prior to opening.

Sealed Statements must be marked "Custom Signage Fabrication & Installation".

This Solicitation does not commit Richland Library to award a contract, to pay any costs incurred in the preparation of submissions, or to procure or contract for the services solicited. The Library has the right to reject any or all submissions, to waive any minor irregularities, to cancel in part or whole this Solicitation if it is in the best interests of the Library, and to award a contract that will be most advantageous for the Library.

The Richland Library is an affirmative action and equal opportunity agency.

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KEY EVENT DATES

REQUEST FOR QUALIFICATIONS

- | | | |
|----|--|----------------------|
| 1. | Advertised in <u>SCBO</u> | March 22, 2021 |
| 2. | Issuance of Request for Qualifications | March 22, 2021 |
| 3. | Deadline for Questions | April 23, 2021, noon |
| 4. | Opening Date/Deadline for Receipt | May 14, 2021, noon |

E-mail Questions To: Steve Sullivan:
sullivan@richlandlibrary.com

E-mail Submissions To: sullivan@richlandlibrary.com
Richland Library Administration
1431 Assembly Street
Columbia, SC 29201-3101

Mail/Ship Prototypes to: **Attn: Steve Sullivan**
Richland Library
1431 Assembly Street
Columbia, SC 29201-3101

Hand-Carry Qualifications To: Richland Library
Richland Library Administration
1431 Assembly Street
Columbia, SC 29201-3101

Mark PDF Attachment: " Custom Signage Fabrication & Installation"

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Request for Qualifications

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REQUEST FOR QUALIFICATIONS

A. GENERAL INFORMATION AND CONDITIONS

1. Purpose: Richland Library intends to procure one or more contract(s) for Custom Signage Fabrication & Installation. The services required may include, based on provided design drawings and specifications, determining means and methods of fabrication for some specialty pieces, producing shop drawings for approval, in-house fabrication, installation using vendor staffed sign installation professionals and management and oversight of fabrication and installation. This solicitation is not a request for proposal. Respondents to this Request for Qualifications will be judged based on their submission for pre-qualification. The contract(s) for Custom Signage Fabrication & Installation will be awarded following issuance of Invitation(s) to Bid to all pre-qualified vendors.
2. Issuing Office: This RFQ is issued for Richland Library, 1431 Assembly Street, Columbia, SC 29201, by the library Administrative Office. This issuing office is the sole point of contact for this RFQ.
3. Outside Discussions Prohibited: By submission of a response to the Request for Qualifications, a firm agrees that during the period following issuance of Request and prior to contract signings, firm shall not discuss this procurement with other firms or any outside party except staff officials of Richland Library.
4. Offeror Responsibility: Each offeror shall fully acquaint itself with conditions and restrictions attending the Statements of Qualifications solicited. Offerors are fully responsible for any costs incurred in producing submissions.
5. Approval of Board of Trustees: Any or all contracts obtained through this solicitation shall not become effective unless and until approved by the Board of Trustees of Richland Library, where required by policy.
6. Preparation of Statements: All SOQ's should be complete and clearly and carefully worded. SOQ's must convey all the information requested by the Library. The use of advertising and promotional material is not desired. If an SOQ contains less than the required information or if the statement fails to conform to the essential requirements of the Request for Qualifications, the Library, in its sole discretion, may declare the statement, in whole or part, not responsive. **Respondent is required to submit one (1) electronic copy of the Statement of Qualifications in PDF format as an e-mail attachment to the address on the Key Event Dates page.**

Respondent is required to submit one (1) prototype sign as described in this document by the Opening Date/Deadline, to the address on the Key Event Dates page.

7. Inspection of Responses/Confidential Information: Responses shall be open for public inspection after contract award except that proprietary or confidential information in any response or bid that is clearly marked as such by the offering vendor shall be treated as follows:
For every document Offeror submits in response to this solicitation, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in S.C. Code Ann. § 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in S.C. Code Ann. § 11-35-410. Do not mark your entire response as confidential. If your response, or any part thereof, is improperly marked as confidential, the Library may, in its sole discretion, determine it nonresponsive.
8. Questions: Every effort has been made to ensure that all information needed by offerors is included herein. If an offeror finds that he cannot complete an SOQ without additional information, he must submit written questions to the office designated in the Key Event Dates section. All questions and replies will be in writing and distributed to all offerors.
9. Offeror Qualifications: In addition to the information required by this Request for Qualifications, the apparent successful offeror must, upon request of the Library, furnish all information requested by the Library to determine offeror's ability to perform the contract.
10. Clarifications: The Library reserves the right, at any time after opening and prior to award, to request from any offeror clarification regarding information contained in the offeror's proposal.
11. Pre-Qualification: A vendor will be deemed pre-qualified and will be eligible to bid on the project that has successfully demonstrated in its SOQ its ability to independently perform the project to the standards described section C. Anticipated Scope of Work of this solicitation.
12. Governing Law: The offeror must comply with all applicable Federal laws and those of the State of South Carolina, including laws concerning authorization or license to do business in South Carolina. Interpretation and enforcement of the contract is governed by South Carolina law.
13. Indemnification: Offeror agrees to hold the Library, its employees, officers and agents harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished or services performed by the offeror, provided that such liability is not attributable to negligence on the part of the Library, its officers, employees or agents.
14. Offeror Responsibility: The offeror alone will be held solely responsible for the performance of all obligations under the contract resulting from its response or bid.
15. Nondiscrimination: Offeror agrees that, during the performance of all obligations under its contract with the Library, the offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated fairly during employment without regard to race, color, religion, sex, national origin; that all solicitations or

advertisements for employees placed by or on behalf of the offeror shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

16. Right to Protest: Contractors who have submitted a response to a Request for Qualifications and believe that pre-qualification has been improperly made may protest such pre-qualification by submitting a protest, in writing, to the purchasing agent, Richland Library, 1431 Assembly Street, Columbia, SC 29201-3101, within ten (10) days after the pre-qualification notice.

B. STATEMENT REQUIREMENTS

Statements of Qualification (SOQ) must meet each requirement stated below:

1. The SOQ shall include a one-page cover letter plus a maximum of forty-three (43) pages to address the SOQ criteria specified in Part C. PRE-QUALIFICATION CRITERIA. Covers, Table of Contents and section dividers do not count towards the total page count.
2. The SOQ will have 6-18 pages demonstrating the firm's Capability of Production Qualification as described in Part C. PRE-QUALIFICATION CRITERIA.
3. The SOQ will include no more than 5 pages containing the Proposed Schedule in response to Capacity Qualification as described in Part C. PRE-QUALIFICATION CRITERIA.
4. The SOQ will include no more than 20 pages containing the narratives and resumes described in the Implementation Qualification as described in Part C. PRE-QUALIFICATION CRITERIA.
5. The SOQ will include (may be mailed separately) a prototype sign as described in Part C. PRE-QUALIFICATION CRITERIA. "All Statements of Qualification must include one (1) sample prototype of Sign Type G.1 from 2021.02.25 Richland Library Bid Documents Rev1_6619.1, drawing DD07, dated 23 September, 2020, with the SOQ. This prototype is to be made without any assistance from the project team. The prototype submittal will be used as an indication of the firm's ability to read the design drawings, follow the specifications, and should represent the quality control capabilities of your company. This prototype will be used in conjunction with your written SOQ to pre-qualify your firm for the Invitation(s) to Bid on future projects. If you do not submit this prototype by the Request for Qualifications opening date, May 14, 2021, your firm will not be qualified.

Prototypes are to be mailed to:

**Attn: Steve Sullivan
Richland Library
1431 Assembly Street
Columbia SC 29201"**

6. Vendor must agree in its SOQ that if it is the successful bidder, prior to contract in the time specified by the Library, that it will furnish proof of: Commercial General Liability Insurance in an aggregate amount not less than \$2,000,000, Automobile Liability Insurance in an amount not less than \$1,000,000, and Workers Compensation Insurance in an amount not less than \$1,000,000.

7. Offeror must sign and have notarized the attached Affidavit of Non-collusion and include it in the SOQ.
8. Offeror must sign and have notarized the attached Affidavit of Nondiscrimination and include it in the SOQ.

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C. PRE-QUALIFICATION CRITERIA

Capability of Production Qualification

Written:

Demonstrate capability to produce specified signage types and styles as identified in the Anticipated Scope of Work, Section E, by providing, for each sign type indicated below, a one- to three-page proof of capability for your firm that includes at least:

1. A photo of your production shop featuring any specialty equipment required for this sign type, indicate the equipment on the photo with a circle or arrow **and**;
2. For fully fabricated gatorplast monolith w/digital image vinyl sign type, an approved or draft shop drawing of a sign from a previous job performed by your firm, and produced in-house, that matches as closely as possible in complexity the sign types in this Scope of Work identified as E.1 or E.2 (drawing DD01 or DD02) **or**;
3. For all other sign types indicated below, a sign proof from a previous job performed by your firm, that matches as closely as possible the material, design/production complexity and finish level of the type in the Scope of Work in this document, **and**;
4. A photo of the finished installation of the sign from the previous job used as an example in number 2 or 3 above.

Sign Types for Proof of Capacity:

- Digital image vinyl
- Fully fabricated gatorplast monolith w/digital image vinyl
- Gatorplast panel w/digital image vinyl
- Painted acrylic panel w/Systech clip
- Painted photopolymer panel w/silkscreened letters
- Sintra box w/digital image vinyl

Prototype:

All Statements of Qualification must include one (1) sample prototype of Sign Type G.1 from *2021.02.25 Richland Library Bid Documents Rev1_6619.1*, drawing DD07, dated 23 September, 2020, with the SOQ. This prototype is to be made without any assistance from the project team. The prototype submittal will be used as an indication of the firm's ability to read the design drawings, follow the specifications, and should represent the quality control capabilities of your company. This prototype will be used in conjunction with your written SOQ to pre-qualify your firm for the Invitation(s) to Bid on future projects. If you do not submit this prototype by the Request for Qualifications opening date, May 14, 2021, your firm will not be qualified.

Prototypes are to be mailed/shipped to:

**Attn: Steve Sullivan
Richland Library
1431 Assembly Street
Columbia SC 29201**

Capacity Qualification:

The Library anticipates the scope of the Main Library Signage Fabrication & Installation Project to closely or exactly match the Anticipated Scope of Work, Section E of this solicitation. Statements of Qualifications submitted in response to this Request for Qualifications must include a proposed project schedule, dates are not necessary just project days are needed, Project Day 1 can be the project start date. The proposed schedule should, as accurately as possible, reflect the production and installation capacity of your firm. The schedule, revised and approved by all parties, may become part of a contract for services obtained through an Invitation to Bid following this pre-qualification process. Proposed schedules submitted in the Statement of Qualifications that greatly differ from a schedule submitted during the Invitation to Bid may result in that bidder being declared non-responsive.

Implementation Qualification:

Provide at least three, but no more than five, written narratives of completed projects performed by your firm in the previous three years that will demonstrate planning, scheduling, production, delivery, installation, supervision and quality control capabilities of your firm by describing the projects from award to completion. Illustrate the narratives with photographs that highlight prominent features of the projects. Include in your descriptions the total cost of each project, what your firm considered to be critical success factors, include the milestones for the sample projects. Provide full contact information for the customers' owner representatives on each of the sample projects so the Library may speak with them about the project.

Describe your typical communication plan with list of stakeholders and a project outline or the schedule followed by your teams on typical projects.

Provide resumes of the project team that would be working on a Richland Library project.

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D. EVALUATION OF QUALIFICATIONS

The Pre-qualification method of procurement has been selected for the Library's Signage Fabrication & Installation project(s) because Wayfinding Design and Implementation, of which this is a part, is part of a system-wide Capital Program that requires consistency of quality, appearance and durability across multiple projects, locations and, possibly, sign fabricators; on-time, professional installation in open and occupied public facilities; and high quality results in the end product installation with minimal oversight by Library staff. Fabrication and installation will be broken into several projects for ease of funding and implementation; by pre-qualifying vendors the Library can realize the best value while ensuring the required consistency, timeliness and quality, even while possibly using a variety of firms.

The three qualities being evaluated, as submitted in the Statements of Qualifications, are quality of production as demonstrated by the Capability of Production criterion; timeliness of implementation as demonstrated by the Capacity criterion; and ability to provide a high quality, turn-key, project with minimal staff impact to the Library as demonstrated by the Implementation criterion.

Statements of Qualifications will be evaluated by the Wayfinding Project Team that includes Library professionals in the marketing, design and construction project management fields, as well as representatives from the Library's wayfinding designer, Herter Design Group. References will be collected by a single team member and shared with the entire team. References will focus exclusively on the evaluation criteria contained in Part C. PRE-QUALIFICATION CRITERIA.

All submitting firms will be notified in writing of their status as Pre-qualified or not at the end of the evaluation process. All pre-qualified forms will be invited to bid on any signage fabrication and installation projects initiated as part of this Wayfinding Project.

E. ANTICIPATED SCOPE OF WORK

Design documents attached, by Herter Design Group, to follow:

2021.02.25 Richland Library Bid Documents Rev 1_6619.1

2021.02.25 Richland Library Main Specifications Rev 1_6619.1

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ATTACHMENT A

AFFIDAVIT OF NON-COLLUSION

INSTRUCTIONS: Each offeror submitting a proposal must complete this Affidavit of Non-collusion. This sworn statement will be considered part of the offeror's proposal.

PROJECT NAME: Richland Library
"Custom Signage Fabrication & Installation RFQ"

SOLICITATION
DOCUMENTS DATED: Date

OPENING DATE: Date

STATE OF _____

COUNTY OF _____

Personally appeared before me _____, who being duly sworn, says that he is a member of the firm of _____, and that his firm, association, or corporation, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submission of a proposal on the above-named project.

OFFEROR

Firm Name

Signature

SWORN and subscribed to before me
this ___ day of ___, 2021

Notary Public for
My commission expires:

ATTACHMENT B

AFFIDAVIT OF NONDISCRIMINATION

Offeror certifies that, during the performance of all obligations under its contract with the Library, the offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, national origin; that all solicitations or advertisements for employees placed by or on behalf of the offeror shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Offeror

SWORN and subscribed to before me
this ___ day of _____, 2021

Notary Public for
My commission expires: