

PEASE DEVELOPMENT AUTHORITY

REQUEST FOR QUALIFICATIONS

SIGNAGE/WAYFINDING

Invitation to Submit Qualifications

The Pease Development Authority (the “**PDA**”) is seeking a qualified firm or firms to provide custom or industrial signage/wayfinding services to the PDA. The PDA utilizes signage and wayfinding throughout its facilities and operations. It is the goal of the PDA to have an ongoing relationship with a qualified firm or firms that can timely and efficiently provide the PDA with a broad spectrum of custom and industrial signage/wayfinding options.

Sealed Statements of Qualifications, in two envelopes, plainly marked “PDA Signage RFQ” on the outside of the mailing envelope, as well as the sealed interior envelope, addressed to the Pease Development Authority, 55 International Drive, Portsmouth, NH 03801 will be accepted until **2:00 p.m., local time, November 17, 2023.**

The Request for Qualification (“RFQ”) document may be obtained by visiting the “Bids and Opportunities” section of the PDA website at: <https://www.peasedev.org>. Addenda to this RFQ, including any written answers to questions, will be posted on the PDA webpage under the project heading. Addenda will not be provided directly to proposers.

If you have any questions regarding this RFQ, please email, Liz LaCava at l.lacava@peasedev.org. The deadline for questions is **4:00 p.m., local time, November 7, 2023.** The PDA will respond to questions at its discretion and post any questions and responses on the above referenced website as an Addenda.

The PDA reserves the right to reject any or all Statements of Qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the PDA. The PDA also reserves the right to negotiate directly with the selected firm for additional project work.

The PDA reserves the right to make such inquiries regarding the firm’s qualifications and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

CONTINUE BELOW FOR THE COMPLETE RFQ.

Pease Development Authority

Signage/Wayfinding

REQUEST FOR QUALIFICATIONS

Overview

The Pease Development Authority (the “**PDA**”) is seeking a qualified firm or firms to provide custom or industrial signage/wayfinding services to the PDA. The PDA utilizes signage and wayfinding throughout its facilities and operations. It is the goal of the PDA to have an ongoing relationship with a qualified firm or firms that can timely and efficiently provide the PDA with a broad spectrum of custom and industrial signage/wayfinding options.

The PDA will choose a firm or firms to provide it with signage or wayfinding printing and manufacturing services. Qualified firms will demonstrate their ability to provide the PDA with a wide variety of signage printing options, in a timely and efficient manner.

Requirements

- Firms must have extensive experience providing industrial signage or wayfinding printing and manufacturing to a wide variety of organizations.
- Firms must be able to provide a large listing/catalog of options to print or manufacture signage/wayfinding options.
- Firms must be able to provide industrial or customized signage/wayfinding in a timely and efficient manner to the PDA at its facilities in New Hampshire (Portsmouth, Newington, Rochester, Rye, Hampton).
- Firms must be able to provide in-house design services to assist in the creation of signage/wayfinding items.
- Firms must be able to meet with PDA staff to discuss potential projects and review available signage and wayfinding options.

Scope of Services

The proposed final agreement anticipated by this RFQ shall cover the provision of signage and wayfinding manufacturing services to the PDA, including, but not limited to, the following services:

- Provision of a broad range of signage and wayfinding manufacturing options as needed by the PDA and utilizing PDA names and logos, to include, but not be limited to:
 - Location/Wayfinding signs (business signs, directional signs, promotional signs, etc.)
 - Regulatory signs (Speed limits, road signs, etc.)
 - Warning Signs (Conditions signs, hazards, changes to typical patterns, etc)
 - Neon Signs (Interchangeable signs, LED, promotional, etc.)
 - Mandatory Signs (wayfinding for vehicles/pedestrians, streets signs, stop signs)
 - Pylon Signs (Freestanding, directional control, etc.)
 - Parking Signs
 - Stencils (customized signage to allow for paint on roadways)
- Provision of in-house design services to assist with creation of industrial or customized wayfinding/signage.

Proposal Submission Requirements

I. Cover Letter

- a. Provide statement of qualification for the firm, highlight relevant work experience, and explain how the firm can satisfy the above Scope of Services.

II. References

- a. Provide references of three (3) customers where your firm provides industrial or customized signage/wayfinding services. Include contact information (name, title, phone, and email).

III. Available Signage or Wayfinding Options

- a. Provide a listing, or company catalog, of available wayfinding/signage items, demonstrating broad product availability and options.

IV. Additional Information

- a. Provide a brief explanation of in-house design services available to assist with the creation of the above scope of work.
- b. Additional appendices can be included to supply other relevant information not specifically mentioned above. Please limit it to no more than an additional five (5) pages.

Process, Schedule and Selection

I. Ranking of Qualifications

Each RFQ will be reviewed and ranked according to the following criteria:

- a. Responsiveness to Submission Requirements: Up to 20 points
- b. Firm experience, ability to provide services, & relevance of past work: Up to 80 points

II. Selection and Contract

Upon review of all responsive RFQs using the criteria outlined above, the PDA may select firms to submit proposals to include specific information on cost of signage/wayfinding options, available discounts, and in-house design services rates. Additionally, the PDA may interview those firms who have submitted proposals. Upon completion of the interviews (if required), the PDA anticipates entering into a final Services Agreement with the highest ranking firm or firms.

III. Miscellaneous

Entry into a Service Agreement may require the approval of the PDA Board of Directors.

IV. Reservation of Rights

The PDA reserves the right to reject any or all statements of qualifications, to waive technical or legal deficiencies, to proceed or not to proceed with any subsequent proposal process, or to negotiate without further process any contract as may be in the best interest of the PDA. The PDA also reserves the right to negotiate directly with the selected firm for additional project work.

The PDA reserves the right to make such inquiries regarding the firm's qualifications, experience, and reputation as it deems necessary to evaluate the firm. The firm may be requested to execute releases to obtain information from third parties. Failure to execute a release upon request may result in disqualification.

V. Contract Document

Upon selection, the successful firm will be sent a service agreement for execution. When executed by both parties, the firm shall commence providing the work outlined in the agreement. All information, data, documents, photos, trade names, logos, computer records, and other materials of any kind acquired or developed by the firm pursuant to this project and agreement shall be the property of the PDA.