



[SAMPLE RFQ – the recommended first step in hiring a consultant]

REQUEST FOR QUALIFICATIONS

SMITH UNIVERSITY
CAMPUS SIGNAGE & WAYFINDING PROGRAM
2/1/12

QUALIFICATIONS DUE: 4 PM ON 3/9/12

NUMBER OF COPIES REQUIRED: 3 (2 bound + 1 unbound)

.....
CLIENT CONTACT:

Jane Jones
Title
Address
E-mail address
Phone no.
Web site

.....
SHIPPING ADDRESS:

Jane Jones
Title
Street address for overnight shipping
Phone number to be used on shipping label
(+ any other shipping information)

.....
REVIEW PROCESS:

Proposers may e-mail or call with questions up until March 6, 2010 (3 days before the due date). Answers to questions will be transmitted, within 24 hours, to all parties who have supplied their e-mail addresses to Jane Jones.

Qualifications will be reviewed the week of March 12, 2012. A short list of 3 firms will be identified by March 16, 2012. Short-listed firms will be asked to submit price proposals by March 30, 2012, and may also be asked for a phone or in-person interview. Final selection and notice-to-proceed is expected by mid-April.

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PROJECT INFORMATION

General description of the client/facility/site

(a short paragraph)

General description of the project

(a short paragraph about the initiative and why this needs to be done at this point in time – parking or circulation changes, visitors are complaining, new leadership, major new building(s), etc.)

Project schedule

(state expectations and include any relevant schedule information)

Project budget

(State the expected funding source(s) and whether the project is fully funded. Include any available fee or fabrication budget information; this helps the consultants understand both the size of the project and if the project is a good mutual fit.)

Project scope

(Describe the scope as specifically as possible; if there is some uncertainty about project definition, state that or list the options being considered.) Example:

We would like the following services:

Design of (a new sign system) to serve the following audience(s): (drivers/pedestrians/cyclists; visitors, students, staff, retailers, residents).

The primary purpose of (the new sign system) is (to improve wayfinding, to define gateways, to build identity, etc.) for the following areas (interior/exterior, both new and existing areas)

Anticipated sign types are (directional, informational, regulatory, to be determined, etc.).

Services required

(Is this a full-service project or just conceptual sketches? What does the client require?) Example:

We anticipate the following phases and number of meetings. All meetings will be on site.

Programming (1 meeting)

Schematic design and draft location plan/message schedule (1 meeting)

Design development and final location plan/message schedule (2 meetings)

Contract documents (no meetings)

Implementation supervision (1 meeting)

Items not included

(Describe related items that are not within the scope.) Example:

These items will not be included at this time: gateway ID signs, traffic (DOT) signs, temporary signs, electronic signs, food service signage, retail signs, back-of-house items, signs for individual parking lots/spaces, signs inside the existing parking garage.



Client-supplied materials

(Describe what will be provided to the consultant.) Example:

The client can provide the following items: accurate site plan in AutoCAD format, floor plans and elevations in PDF format, documentation of existing sign system (hard copies including messages and locations; construction drawings, name of fabricator who built them).

Involvement of client personnel

(Describe the client team that the designer will be working with.) Example:

The client will have a project manager assigned to this project; it will be the project manager's job to schedule meetings and coordinate with stakeholders. The consultant will be working with a stakeholder group with representatives from 8 different departments within the University. One additional presentation to the Board of Trustees will be necessary.

Other requirements

(Add any other requirements or parameters, such as preferred location of consultant.)

Selection criteria

State how consultant qualifications will be evaluated.

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QUALIFICATIONS FORMAT

WE REQUEST THAT THE CONSULTANT PROVIDE THE FOLLOWING CONTENT IN THE ORDER LISTED:

1 Company profile

Provide a description of your company and its services. Describe your strengths and what you feel is unique about your qualifications.

2 Design approach

So we can understand your approach to assignments like this one, further describe your design philosophy (or wayfinding philosophy; vary as appropriate).

3 Working process

Describe the working process you typically use for jobs like this one.

4 Typical schedule

Describe a typical timetable for a project like this.

5 Project team

Include resumes of the key members of the project team. Include resumes of any consultants.

6 Hourly rates

Provide a schedule of hourly rates for each staff position.

7 Credentials

Describe 6-8 projects completed by your firm that you believe are most relevant, including photographs and a description of the projects.



[SAMPLE RFP - sent by the client to a "short list" of design firms whose qualifications have entitled them to further consideration]

REQUEST FOR PROPOSALS

SMITH UNIVERSITY
CAMPUS SIGNAGE & WAYFINDING PROGRAM
4/16/12

PROPOSALS DUE: 4 PM ON 5/4/12

NUMBER OF COPIES REQUIRED: 1 electronic copy in PDF format

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CONTACT:

Jane Jones
Title
Address
E-mail address
Phone no.
Web site

.....

SHIPPING ADDRESS:

Jane Jones
Title
Street address for overnight shipping
Phone no. for shipping label
(+ any other shipping information)

.....

REVIEW PROCESS:

Proposers may e-mail or call with questions up until May 1, 2012 (3 days before the due date). Answers to questions will be transmitted, within 24 hours, to all parties who have supplied their e-mail addresses or fax numbers to Jane Jones.

Proposals will be reviewed the week of May 7, 2012. If phone or in-person interviews are required they will be scheduled for the 3rd week in May. Final selection and notice-to-proceed is expected by the end of May.



SELECTION CRITERIA

State how consultants will be evaluated. Examples:

- understanding of the project
 - relevant project experience
 - experience with large stakeholder groups
 - cost relative to level of service
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PROPOSAL FORMAT

WE REQUEST THAT THE CONSULTANT PROVIDE THE FOLLOWING CONTENT IN THE ORDER LISTED:

1 Project scope [if the client has described a scope]
Confirm your understanding of the project scope.

2 Additional services

Describe any services not requested that you believe are necessary for the successful completion of the project.

3 Project schedule

Please provide an approximate timetable for the work, based on a start date of _____.

4 Working process

Describe the specific working process you plan to use for this job. Confirm that the phases and meetings described in the RFQ are acceptable; if not, please clarify your plan for phases, meetings, and project activities.

5 Fees and reimbursables

Provide an estimate for your fees for the service(s) listed above. If an exact scope has not been defined, outline how you wish to be compensated. Also provide an estimate of reimbursable and travel expenses.

6 References

Furnish 2-3 client references with phone numbers and e-mail addresses.

7 Additional information (optional)

Based on an updated understanding of the project supply any additional information or credentials that would help in making a final selection.

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