



## REQUEST FOR QUALIFICATIONS

February 28, 2013

TO: ARCHITECTS

FROM: Jill Fedigan, Capital Educational Facilities Planner

SUBJECT: CPF PROJECT NO. 13-024  
Signage/Way-finding Master Plan  
Boise State University  
Boise, Idaho

Submittals will be received at the office of Campus Planning and Facilities, 1910 University Drive, Boise, ID 83725-1290, until March 29, 2013, 5pm., for furnishing signage/way-finding master planning services to Boise State University.

Questions that arise as a result of this Request For Qualifications should be addressed to:

Capital Planning  
Boise State University  
1910 University Drive  
Boise, ID 83725-1290

Program clarification and additional data may be requested by email only, to Capital Planning, Boise State University, [capitalplanning@boisestate.edu](mailto:capitalplanning@boisestate.edu).

The project will be funded by university funds. Boise State University will administer the project according to the terms and conditions of the award and State laws and guidelines.

### DESCRIPTION OF PROJECT

Boise State University is in need of a comprehensive and cohesive signage and way-finding master plan. This study will include a variety of concept sign designs for various applications on campus, including but not limited to, exterior building signage, way-finding signage, and traffic/transportation signage. It will also investigate and recommend key locations around campus for signage installation to promote simple and effective navigation throughout campus by students, faculty, staff, and visitors.

The signage/way-finding master plan will be implemented in multiple phases of projects and locations as determined by Boise State.

In addition, the signage master plan will propose to Boise State University clear and thoughtful design guidelines to be incorporated into a Boise State produced Signage Design Guideline Manual.

## REQUIRED SERVICES

The University is requesting submittals for a comprehensive signage/way-finding master planning effort.

A total project budget of \$50,000 has been established to include fees, contingencies and tests.

Conceptual cost estimates of sign fabrication and installation will be required.

A conceptual project duration estimate will be required.

The Consultant/Architect will be required to work closely with the University Trademark and Licensing department to ensure that signage concepts and locations will be aesthetically pleasing and complimentary to the brand image of Boise State University.

The Consultant/Architect will be required to meet monthly with the Capital Educational Facilities Planner for the purpose of providing a verbal report regarding the previous month's progress. Such monthly meetings will show funds expended in the completion of the project and specific accomplishments related to the completion of the project.

The Architect shall produce the following major written products for review by Boise State University.

1. A report detailing preliminary signage/way-finding design options and proposed locations with their respective concept cost estimates.
2. Multiple graphic illustrations of signage concepts and signage master plan locations.
3. A final report and graphic illustration(s) of the approved master plan locations and sign designs including fabrication and installation cost estimates.

## QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise and general credits which indicates the Architect's/Consultant's capability to provide creative, functional, flexible, and technologically sound signage design and way-finding master planning efforts. Individual resumes, awards, associations, etc., may be included. Office brochures should be submitted separately as supplemental data.

Boise State University reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past consultants, employees and creditors. Unfavorable responses to these investigations are grounds for rejection of proposal.

- B. **Specific Qualifications:** List the team expected to accomplish this work including anticipated consultants. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications. Provide a list of at least three (3) projects, with brief descriptions, which demonstrate the team's experience in successful signage design and way-finding master planning.

- C. **Approach to Project:** Include a statement of your approach to this specific project, including design philosophy, understanding of assessment outcomes, alternative concepts and methods for consideration.
  
- D. **Past Performance:** The Architect/Consultant should demonstrate how their innovations in signage design and way-finding master planning of other projects have been successful. Submit reference letters from prior clients or client representatives. Letters from projects listed in item B are preferable. In addition, past performance comments may be obtained from those involved in past projects referenced in Item B.
  
- E. **Examples of Work:** Preliminary reports, final reports, renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work. Provide examples that illustrate your expertise in this type of project.
  
- F. **Format:** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to designing this specific project. Performance on past projects with Boise State University and other clients is a highly important factor.

**Submit seven (7) hard copies of the submittal and one (1) electronic copy.**

## **EVALUATION**

An evaluation committee consisting of persons from Boise State University, and an independent architect/engineer will rank the submittals, and at least three (3), but not more than five (5) firms may be selected for personal interviews.

After interviewing the selected candidates, the evaluation committee will re-rank the firms to determine the final point score.

## **PROPOSED DATES:**

Receive Submittal	March 29, 2013
Oral Interviews	April 8-12, 2013
Negotiate Contract	April 15- 26, 2013
Preliminary Report	October, 2013
Final Report	December, 2013

## **SELECTION**

Upon selection of a firm, Boise State University will issue a letter of intent. However, final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures could become contractual obligations. The successful firm will be required to sign an agreement including Boise State University's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage, except in special circumstances.

Boise State University reserves the right to reject any or all submittals received as a result of this request.

Boise State University may also negotiate separately with any source in any manner necessary to serve the best interests of Boise State University. Awards will be made on the basis of submittals resulting from this request and subsequent interviews.

**END**