BI-LINGUAL WAYFINDING SIGNAGE PROJECT
FABRICATION AND INSTALLATION
REQUEST FOR PROPOSALS

CONNECTICUT SCIENCE CENTER
250 Columbus Boulevard
Hartford, CT 06103

Important Dates:

March 29, 2022  Pre-Proposal On-Site Property Review
April 1, 2022    Written Questions Due
April 6, 2022    Response to Questions Due
April 15, 2022   Electronic (PDF) & Written Proposal Copy Due

All items due by 5:00 pm Eastern Time

Connecticut Science Center
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About the Connecticut Science Center

The Connecticut Science Center (CSC), located in downtown Hartford, is a non-profit organization dedicated to enhancing science education throughout the state of Connecticut and New England. Serving over 3.0 million people since opening in 2009, CSC features more than 165 interactive exhibits in 10 galleries and includes educational labs and a 3D theater. The Science Center inspires lifelong learning through interactive and innovative experiences that explore our changing world through science. Like our planet and our universe, our region is rich in diversity, and we embrace those differences through our governance, in our organization, and in our work and among those we serve. We recognize that science, innovation and technological progress rely on and best serve humanity with many perspectives. As our society and economy and way of life become ever more reliant on broad engagement in science, technology, engineering and math (STEM), we strive to connect people of all backgrounds and orientation with STEM. We respect and value the scope of human diversity in its many dimensions. We strive to be welcoming and responsive to all those who engage with the Connecticut Science Center, and all those with whom we engage and seek to engage. These ideals are to be manifest in the Connecticut Science Center’s mission, vision and strategic focus and planning. They are to be foundational, core attributes of the Science Center’s work and workings, considered routinely as a significant measure of the satisfaction of the Science Center’s purpose throughout its culture, organization and activities.

Request for Proposal

The Connecticut Science Center is requesting proposals from qualified sign firms to provide fabrication and installation services for the completion of new bi-lingual wayfinding signs throughout the building. Such fabrication and installation services shall include, but not be limited to: (1) site inspection for all locations of the new bi-lingual wayfinding signage throughout the building; and (2) fabrication, supply, delivery, and installation of the new signage. The new signs will reflect the original design as outlined in the Science Center’s Building Graphics Bulletin 3096R2 (Exhibit E) and will include English, Spanish and Braille (where appropriate) language. Spanish translation will be provided by the Science Center.

General Provisions

This request for proposal, including attachments, exhibits, and any amendments or addenda (collectively, the “RFP”) is subject to the rights reserved by the Connecticut Science Center, including, but not limited to the Science Center’s right to:

- Withdraw and/or cancel this RFP at any time before final award of the contract
- Request clarification and/or additional information from any or all Proposers
- Amend any term or requirement of this RFP at any time before award of a contract (Proposers may amend their Proposals, as directed by the Science Center if the Science Center materially alters or amends the RFP after submission of Proposals)
- Alter any key dates or deadlines related to this RFP
- Award the work, in whole or in part, to one or more Proposers with or without interviews or negotiations
• Reject any Proposal that does not strictly confirm to the requirements of this RFP
• Conduct an interview with any, all or none of the Proposers to aid the evaluation process
• Negotiate potential contract terms with any Proposer

The Science Center is not liable or responsible in any way for any expenses incurred in the preparation of a Proposal in response to this RFP.

Timeline
Subject to change at the Science Center’s sole discretion, the following are key dates for this RFP:

• March 14, 2022 RFP issued
• March 28, 2022 Pre-proposal on-site property review and Q&A for qualified firms
• April 1, 2022 Deadline to submit questions in writing to bmcnelis@ctsciencecenter.org
• April 6, 2022 Science Center’s response to substantive questions
• April 15, 2022 Proposal Due Date (hardcopy and electronic)
• April 29, 2022 Contract Award

Anticipated Contract Term
The Science Center expects that the duration of the contract to be awarded pursuant to this RFP will be nine (9) months (the Term) with the fabrication and installation of the new signage performed in one or more stages organized by floor level. It is expected that the project’s fabrication and installation will be accomplished by December 31, 2022.

Estimated Budget
This will be a fixed price, lump-sum contract with no estimated budget at this time. The Science Center is exempt from federal, state and local taxes. In the event that taxes are imposed on the goods or services purchased, the Science Center will not be responsible for payment of the taxes.

Property Inspection
All interested parties should attend the onsite property inspection on March 29, 2022. Written questions should be directed to Brendan McNelis at bmcnelis@ctsciencecenter.org. Every effort should be made to review the property on the scheduled date; individual times will not be scheduled except in the case of extreme extenuating circumstances.

Proposal Submission
Four (4) paper copies should be submitted for each proposal along with an electronic PDF copy sent to bmcnelis@ctsciencecenter.org by the due date. All proposals shall be addressed and delivered in a sealed envelope to the Connecticut Science Center, 250 Columbus Boulevard, Hartford, CT 06103. Proposals
will be received until 5:00pm (Eastern Time) on April 15, 2022. Any bid received after that time and date will not be opened or considered.

Experience and Qualifications
Each Proposer submitting a proposal should include, but not be limited to, the following information:

- The name of the Proposer and its location
- A brief history of the Proposer and the range of services offered
- Must have at least five (5) years experience with the fabrication and installation of wayfinding signage
- The Proposer must have the ability to fabricate in-house at least eighty percent (80%) of the components required to perform the scope of work
- Proposed project schedule showing dates and other information in sufficient detail to determine the feasibility of the time frames indicated; include information on the Proposer’s technical capabilities and ability to timely perform the services as reflected by the Proposer’s current and projected workload and having adequate personnel, equipment and facilities
- Illustrate how and when consultation with the Science Center will be done to provide the best implementation process possible
- Financial bid sheets regarding fabrication and installation costs and fees to be provided to the Science Center
- The names of at least three (3) clients who may be contacted for references
- Indicate the present level of professional and general liability and other insurance coverage for the Proposer.
- Include, if any, renderings and/or photographs of similar completed projects. Include any other information that would aid in the evaluation of your proposal such as costs and durability.
- The Science Center reserves the right to request additional information which, in its sole opinion, is necessary to assure the Proposer’s competence.

Evaluation Criteria and Selection
The Science Center will evaluate each RFP submitted based on responsiveness to the project’s needs. The Science Center will take into account the professional nature of the services to be provided. If the Science Center recommends the award of a contract, the Science Center will recommend the award of contract to the Proposer who is most responsive to the requirements of the RFP, and who has demonstrated competence and qualifications of the type of services required. Evaluation criteria may also include:

- Competence to perform the services requested and the qualifications and competence of persons who will be assigned to perform the services
- Ability to perform the services as reflected by workload and the availability of adequate personnel, financial resources, equipment and facilities to perform the services expeditiously
• Past performance as reflected by the evaluation of others who have retained the services of the Proposer with respect to factors such as control of costs, quality of work and an ability to meet deadlines.
• Accessibility of the Proposer to the Science Center.

The Science Center will negotiate the terms of a contract with the selected Proposer. If an agreement is reached, the Proposer will enter into a written contract and will perform all work pursuant to that contract. The Proposal does not constitute an agreement or contract with the Science Center and the Science Center reserves the right to not enter into an agreement with any Proposer.

Submission of the Proposal
Four (4) paper copies of the proposal shall be submitted in a sealed envelope with the Proposer’s name, address and telephone number clearly marked on the cover. The lower left corner of the sealed envelope should read as follows: “PROPOSAL FOR BI-LINGUAL WAYFINDING SIGNAGE”. Proposals are to be delivered to the following:

Brendan McNelis
Connecticut Science Center
250 Columbus Boulevard
Hartford, CT  06103

Additionally one (1) PDF version of the proposal shall be sent to Brendan McNelis at bmcnelis@ctsciencecenter.org by the deadline

Submission of a proposal in response to this RFP is certification that you or your company, and any subcontractor is not currently debarred, suspended, proposed for debarment, declared ineligible, or otherwise excluded from submitted proposals.

Proposal Format and Contents
The Proposal must:
• Be printed on 8 ½ x 11 paper
• Have numbered pages
• Be no longer than ten (10) single-sided pages, exclusive of the Cover Letter, Bid Sheets, and any other required attachments
• Have a Cover Letter signed by a person within the firm who is authorized to bind the Proposer
• Responses to the questions as well as all other information required
• Required attachments
Information Required

Questions and Information Sought Relating to the Work
1. Describe your firm’s background, services, size, and history as these factors are relevant to the work with an emphasis on fabrication and installation of wayfinding signage.
2. Describe your firm’s staffing and methodology for the fabrication of signage, including graphics production and integration.
3. Describe your firm’s staffing and approach for the installation of wayfinding signage
4. Provide a detailed description of your proposed process for the performance of the services
5. Describe your firm’s approach to safety during the installation of the signage within the Science Center building especially as it may be open to the general public
6. Describe your team’s experience performing fabrication and installation with similar work for large clients
7. Identify the person who will be the lead project manager and primary contact providing services to the Science Center and any other persons who will be a “key person”
8. Identify any subcontractors you intend to use for this engagement, and describe the services to be performed by each subcontractor
9. Provide at least three (3) client references for whom your firm performed similar work to that requested in this RFP. For each client, describe the project, the project’s date, and services performed and provide the name, address and telephone number for a person at client’s firm familiar with such work

Questions and Information Sought Relating to Proposer’s Firm and Eligibility
1. Within the past three (3) years, have there been any significant developments in your firm such as changes in ownership or restructuring? Do you anticipate any significant changes in the near future? If so, please describe.
2. Are there any potential conflict of interest issues posed by your firm’s performance of the work on behalf of the Science Center.
3. Has your firm or have any of the firm’s partners/employees been disciplined or censured by any regulatory body within the last five (5) years? If so, please describe the relevant facts.
4. Within the last five (5) years, has your firm, or a partner or employee in the firm, been involved in litigation or other legal proceedings relating to the provision of professional services? If so, please provide an explanation and the current status or disposition of the matter
5. In the past five (5) years, have any clients terminated their working relationship with your firm? If so, please provide a brief statement of the reasons.
6. Provide a copy of your firm’s most recent Audited Financial Statements (within the last year). In the event you do not have audited financials, you must provide a statement to the effect with your proposal, and summary financial information for the calendar year most recently ended.
**Sample Prototype**
A sample prototype may be requested before final award. The sample prototype will be used as an indication of the bidder’s ability to read and comprehend design intent from the design drawings, follow the specifications, and represent the quality control capabilities of the Proposer’s company.

**Cost Proposal**
Each cost proposal must contain a completed Bid Sheet(s), Exhibit C and state the proposal is for a lump-sum for the performance of all work

**Waiver**
By submitting a proposal, the Proposer agrees to waive any claim it has, or may have, against the Science Center and it agents or representatives, and their respective employees, arising out of, or in connection with, the administration, evaluation, or recommendation of any proposal; waiver of any requirements under the proposal documents or the contract documents; acceptance or rejection of any proposals; and award of the contract.

**Withdrawal of Proposal**
A request to withdraw a proposal must be made in writing and filed with the Science Center.

**Disqualification of Bidders**
Proposers may be disqualified and their proposals disregarded for reasons which include but are not limited to the following:
- The Proposer is involved with any litigation against any party to the proposal
- The Proposer is in arrears on any existing contract or has defaulted on a previous contract
- The Proposer has uncompleted work which, in the judgement of the Science Center, will prevent or hinder the prompt completion of our project
- Other appropriate reason as determined by the Science Center

**Non-Responsive Proposals**
Any Proposer that fails to respond to any request for information may be deemed non-responsive and its proposal may not be considered for the award.

**Rejection of Proposals**
The Science Center reserves the right to (a) terminate the proposal process at any time; (b) to reject any or all proposals; and (c) to waive formalities and minor irregularities in the proposals received. The Science Center further reserves the right to conduct a pre-award survey of any Proposer under consideration to confirm any of the information furnished by the Proposer or to require other evidence of managerial, financial, technical and other capabilities, the positive establishment of which is determined by the Science Center.
Center to be necessary for the successful performance of the contract. The Science Center further reserves the right to cancel or amend this RFP at any time and will attempt to notify recipients accordingly.

Submit all questions, inquiries, or requests for clarification about the project in writing to Brendan McNelis via email at bmcnelis@ctsciencecenter.org

**Non-Discrimination**
The selected Proposer shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws, ordinances, rules and regulation in regard to nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, gender, marital status, age, medical condition, pregnancy, disability, or any other prohibited basis.
EXHIBIT A - SCOPE OF WORK

Scope of Work Description and Project Planning

1. The specific elements of the Project Scope of Work, which generally consists of the fabrication and installation of 145 (one hundred forty five) bi-lingual/braille signs in one or more phases organized by floor level, as set forth below and in the drawings and specification attached to the RFP as Exhibit D Building Graphics Colors and Layouts Bulletin 309R2

It should be noted that the removal of existing signage will be performed by the Proposer and that coordination between the selected Proposer and the Science Center will be required to ensure successful and timely completion of the signage installation. New signs must be of the same quality as existing signs and conform to building and fire codes.

Prior to commencement of the work the selected proposer shall:

1. Conduct an inspection of the project site in order to note all conditions that may impact the selected Proposer’s performance of the work so that plans or accommodations, as appropriate can be made to address such conditions
2. Submit for the Science Center’s approval a project schedule which will specify the production and installation schedule for all signs
3. The selected Proposer shall provide on-site management and supervision during installation
4. The entire span associated with the work shall be approximately nine (9) months inclusive of any close-out tasks
5. Any signs slated to be installed by the selected Proposer under the terms of this Scope of Work, which are delivered but not installed for any reason, will entitle the Science Center to a credit for the associated installation cost of such uninstalled sign.

Scope of Signage Fabrication and Installation

The selected Proposer shall:

1. Prior to commencement of fabrication of the signage, prepare and submit for Science Center approval all sign proofs
2. Provide all labor, materials, equipment, shop drawings, and services necessary to fabricate and install all signs
EXHIBIT B - COST PROPOSAL

Date:

Connecticut Science Center
250 Columbus Boulevard
Hartford, CT  06103

The undersigned Proposer hereby proposes to provide all specified work necessary to perform the work for the Bi-Lingual Wayfinding Signage Project: Fabrication and Installation Services in accordance with the terms stipulated in the following pages, for the sum written below.

A total lump sum amount of $______________________(_______________________Dollars and Cents) to perform all work as described in the scope of work in Exhibit A and in accordance with the Building Graphics Colors and Layouts Bulletin 309R2 attached as Exhibit D of the Connecticut Science Center’s Request for Proposal.

The Proposer has submitted with its Proposal an itemized cost for the Work according to the attached Bid Sheet (Exhibit C), for the scope of Work in Exhibit A of the RFP.

In the event of any discrepancy between the total of the itemized costs provided and the lump-sum price submitted, the Connecticut Science Center shall be entitled to rely on the lump-sum price.

Name of Proposer

___________________________________________

By:________________________________________
EXHIBIT C - BID SHEET

Bi-Lingual Wayfinding Sign Project: Fabrication and Installation

See Separate Excel File
EXHIBIT D – BUILDING GRAPHICS BULLETIN 3096R2

See separate PDF File