



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
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Office of the Supervisor

Mandy Grewal
Township Supervisor
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Deputy Supervisor
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Pittsfield Post Official Newsletter of Pittsfield Charter Township

REQUEST FOR PROPOSALS Graphic Design

PROJECT DESCRIPTION

While retaining the existing brand of the Pittsfield Post, design a 15" x 22" oversized, 2-sided, multi-fold, four-color process, semi-annual (April/May and Sept/Oct) newsletter

- Receive text and photos for the purpose of compiling an appealing graphic layout
- Layout shall comply with USPO bulk mailing requirements
- Revise to client's satisfaction
- Prepare final artwork and submit to printer according to schedule
- Review pre-press proof

A unique approach to mixing color and text/graphic layout to improve visual appeal is highly desired.

SUBMITTAL REQUIREMENTS

The following information shall be provided for any primary consultant submitting a proposal as well as any collaborating consultant or contractor who will be executing any tasks outlined in this RFP:

1. Provide a company profile and proof of license to practice in Michigan.
 2. Provide a profile/resume for all primary employees or subcontractors who will be carrying out any part of your proposal.
 3. Provide a description of your firm's experience working in environments you feel are similar to Pittsfield Township.
 4. Provide a least three (3) samples of work your firm has completed for communities you consider to face similar challenges and opportunities as Pittsfield Township
 5. Provide a list of client references you have contracted with for similar projects. Include the project title, date, name, address, phone number, email address, and a contact person, as well as a brief description of the scope of work.
 6. Describe your understanding of this project and any challenges you foresee.
 7. Describe any resources, or significant skills or talents that your firm can bring to the process that distinguishes your firm from other similar consultants.
 8. Include a schedule of fees outlined by task, in addition to an overall not-to-exceed lump sum cost.
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Submittals shall be no more than 3 sheets double sided, not including resumes and sample documents.

Applicants must submit two (2) paper copies and (1) digital copy in a sealed envelope.

Clearly mark the outside of the envelope "PPost Proposal".

Submittals must be received by Township Clerk's Office no later than 3:00 pm on July 20, 2012.

Township Clerk's Office – Pittsfield Charter Township
Attention: Pittsfield Post – Graphic Design
6201 W Michigan Avenue
Ann Arbor, MI 48108

Proposals will be reviewed the week of July 23, 2012.

The consultant will be selected on or before August 31, 2012.

The Township reserves the right to accept or reject all or any part of any and all proposals. The Township will award the contract based on the total quality of the proposal.

Please direct all questions to Mandy Grewal, Supervisor.

Phone (734) 822-3135 or email: grewalm@pittsfield-mi.gov

