



"Small Town Atmosphere
Outstanding Quality of Life"

INFORMAL REQUEST FOR QUALIFICATIONS & PROPOSAL INTERIOR SIGNAGE FOR THE DANVILLE VETERANS MEMORIAL BUILDING

The Town of Danville (the "Town") is issuing an Informal Request for Qualifications and Proposal (RFQ/RFP) from qualified firms to manufacture and install interior room signage at the Danville Veterans Memorial Building located at 400 Hartz Avenue. The interior signage needs include three main signage families:

1. Primary Room Identification Signage;
2. Basic Room Identification Signage; and
3. Donor Identification Signage.

A. BACKGROUND

The Town of Danville is nearing completion of the renovation and expansion of the Danville Veterans Memorial Building. With a scheduled opening date of April 28, 2012, there is an immediate need for interior signage to be manufactured and installed before April 25, 2012.

B. SCOPE OF WORK

Due to a limited budget and time constraints, the Town has specifically identified the styles and number of signs needed for the project. Details on each of the three categories of signs are detailed below.

Signage Family 1: Primary Room Identification Signage

Sixteen (16) primary room identification signs would be manufactured to meet ADA requirements and include the following information: room number, the room number in braille, and the room name. The signs would have a brushed aluminum look (*see Attachment A – Brushed Aluminum Example*). Three (3) of these signs would also indicate a donor's name (e.g., A gift of Jane Doe). The approximate size of each sign would be 5"W x 8.5" H.

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The following is a list of rooms under the Signage Family 1 classification:

1. Senior Lobby* (118) [Senior Entrance]
2. Meeting Room (128) [Senior Classroom]
3. Art Room (125) [Senior Art Classroom]
4. Conference Room (122) [Private Consultation]
5. Community Hall A (West) (131A)
6. Community Hall B (Central) (131B)
7. Community Hall C (East) (131C)
8. Veterans Lobby* (102) [Veterans Lobby]
9. Veterans Lounge (108) [Veterans Lounge]
10. Veterans Office (106) [Veterans Office]
11. Veterans Meeting Room (103)* [Veterans Meeting Room]
12. Veterans Board Room and Library (105) [Veterans Board Room and Library]
13. Veterans Office (208) [Veterans Service Center]
14. Veterans Event Hall (214) [Veterans Event Hall]
15. Veterans Resource Center (212) [Veterans Resource Center]
16. Emergency Exit (132) [Emergency Exit]

** Indicates donor name recognition*

Signage Family 2: Basic Room Identification Signage

Sixteen (16) basic room identification signs would be manufactured and installed to meet minimum ADA requirements and include the following information: room number, the room number in braille, and the room name. The signs would be manufactured using vinyl material to minimize costs. Due to the limited space where these signs could be installed and the use of these rooms, signs in Signage Family 2 would be significantly smaller than Signage Family 1. None of these signs will include a donor name.

The following is a list of rooms under the Signage Family 2 classification:

1. Storage (129) [Storage]
2. Storage (126) [Art Closet]
3. Staff Office (120) [Senior Staff Office]
4. Storage (130) [Event Storage]
5. Storage (133) [Event Storage]
6. Kitchen (135) [Event Kitchen]
7. Stairs to Basement (116) [Stairs]
8. Storage (209) [Storage]
9. Janitorial (207) [Janitorial]
10. Kitchen (213) [Veterans Kitchen]
11. Storage (211) [Storage]
12. Janitorial (002) [Janitor]

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13. Network (006) [Network]
14. Mechanical/Electric (003) [Mech/Electric]
15. Dry Storage (005) [Dry Storage]
16. Elevator Equipment (004) [Elevator Equipment]

Signage Family 3: Donor Identification Signage

Two (2) signs would be manufactured to identify spaces that were donated by an individual. The signs would match the look and feel of Signage Family 1 but only include the following information: space name and the donor's name. One or more signs may be installed outdoors and will need to be appropriate for outdoor installation.

The following is a list of spaces under the Signage Family 3 classification:

1. North Terrace* [Veterans Terrace]
2. Veterans Display*

Floor plans and interior elevations of the building are available as Adobe Acrobat files on the Town's website for review at the following link (click on "A-Sheets"):

http://www.ci.danville.ca.us/Capital_Projects/Projects/Veterans_Memorial_Building_Renovation/Project_Plans_and_Documents/

D. RESPONSE FORMAT

All submittals shall include a written estimate for the interior signage needs with subtotals for each of the three signage families together with photographs and/or samples of signs with a similar design and construction. The Town expects the signage to match or compliment the interior design elements of the building, and be of a quality befitting a prominent and important public building. Please also include a list of past interior signage projects.

E. SELECTION CRITERIA

The Town of Danville will evaluate the proposals based on the following factors (weighted equally):

- Consultant's proposed methods and procedures;
- Qualifications of the firm and experience with past projects; and
- Ability to produce and install a quality work product within the timeframe allocated; and
- Budget Proposal.

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During the evaluation process, the Town may request additional information or clarifications from the proposers.

F. PROJECT AND CONSULTANT SELECTION SCHEDULE

Milestone	Date
Release RFQ/RFP	Friday, March 23, 2012
Proposals Due	Thursday, March 29, 2012
Selection of Firm	Friday, March 30, 2012

G. INQUIRIES

Questions regarding the RFP/RFQ may be directed to: Nat Rojanasathira, Assistant to the Town Manager at (925) 314-3382 or via e-mail at: nrojanasathira@danville.ca.gov. For potential vendors wishing to view the site in order to better understand the project scope, a brief tour of the Veterans Memorial Building is available upon request between March 27 and March 29, 2012.

H. DEADLINE AND DELIVERY

One (1) digital copy of the proposal should be submitted to Nat Rojanasathira at nrojanasathira@danville.ca.gov.

An e-mail confirming receipt of the document will be sent within the business day it has been submitted.

The deadline for the submittal of the proposal is Thursday, March 29, 2012 at 5:00 p.m. Proposals sent on the due date should be followed up with a telephone call to confirm that the e-mail was received.

Herbert Hauptman, Ph.D.

President

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