



**CITY OF CLEMSON, SOUTH CAROLINA  
REQUEST FOR PROPOSAL  
PARKING DECK DIRECTIONAL SIGNAGE PURCHASE AND INSTALLATION**

Sealed proposals for **Parking Deck Directional Signage Purchase and Installation** will be received by the City of Clemson until 2:00pm Thursday, July 25, 2019 at which time they will be publically opened and read at Clemson City Hall Council Chamber located at 1250 Tiger Blvd. Clemson, SC 29631.

Please mark sealed package: "Parking Deck Directional Signage" on the front of the package containing the proposal. Proposals may be mailed or hand delivered to Andy Blondeau, Assistant City Administrator at 1250 Tiger Blvd. Suite 1. Clemson, SC 29631. Proposals sent by email or fax will not be considered. The City of Clemson is not responsible for delays in the mail.

The City of Clemson reserves the right to reject any or all proposals, to waive any informality in the proposal received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

**Project Overview:**

The City of Clemson is seeking competitive sealed proposals from qualified and experienced providers capable of timely and cost-effective fabrication and installation of wayfinding signage to direct vehicular traffic to the Keith Street and Fendley Street Parking Decks. The intent of the signs is to increase visibility and enhance awareness to the parking decks and encourage their use.

**Pre-Proposal Conference:**

The City of Clemson will require each proposer to attend one of two pre-proposal meetings scheduled on July 9, 2019 and July 10, 2019. Both meetings will take place at the Keith Street Parking Deck located at #1 Keith Street, Clemson, SC 29631 @ 11:00am. It is only necessary to attend one of the two meetings. All info provided at each meeting will be shared with attendees via addenda. Please park in any available metered space in the parking deck. Meter fees will be waived for meeting attendees.

**Scope of Services:**

Provide services to design and install signs that direct cars to the Keith Street and Fendley Street Parking Decks in Clemson.

- Design and install signs that can be mounted to traffic signal mast arms at the intersection of College Avenue and Keith Street. Signs to direct traffic to the Fendley Street and Keith Street Parking Decks.



- Design and install a sign on the elevated walk way between the Keith Street Parking Deck and the adjacent Clemson Center building indicating the location of the Keith Street Parking Deck.



- Design and install a sign to be mounted to the street light in front of Groucho's Restaurant at the intersection of Keith Street and Fendley Street indicating the Fendley Street Parking deck is to the left.



- Design and install a projection sign that to be mounted to the front of the Fendley Street Parking Deck that can be seen from the sign mounted to the street light at the intersection of Fendley and Keith.



- Signs cannot be internally illuminated and must comply with all City of Clemson sign regulations

**Proposal Submission Requirements:**

Two hard copies must be submitted in a sealed envelope or appropriate packaging with the title “Parking Deck Directional Signage” on the front of the package. Proposals should be mailed or hand delivered to:

City of Clemson  
Attn. Andy Blondeau  
1250 Tiger Blvd. Suite 1.  
Clemson, SC 29631.

Any proposal received after 2:00 PM on the due date will be considered late and will be considered.

**Proposal Instructions:**

Offerors are cautioned to carefully review all parts of the RFP. No allowance may be made for any error or negligence of the Offeror.

Proposals are to be prepared in such a way as to provide a straightforward, concise description of the Offeror’s capabilities to satisfy the requirements of the RFP and provide sufficient information to fully establish the Offeror’s ability to perform all of the actions, activities and functions described in this RFP.

Emphasis should be on conformance to the RFP instructions, responsiveness to the RFP requirements, completeness and clarity of content and should minimize extraneous marketing materials.

Costs for developing the proposal are entirely the responsibility of the Offeror and shall not be chargeable to the City of Clemson.

**Proposal Questions:**

Any questions or clarifications regarding this RFP should be sent to Andy Blondeau, Assistant City Administrator by email at [ablondeau@cityofclemson.org](mailto:ablondeau@cityofclemson.org). Questions will not be accepted after the July 19, 2019 deadline. Answers to all questions will be sent to eligible bidders via addendum.

**Proposal Format:**

The Offeror shall submit the following:

1. Provide a brief description of the Offeror’s business, including firm size and area of specialization.
2. Provide a brief statement summarizing how the Offeror is particularly qualified for the project.
3. Project schedule/installation plan. The Offeror shall submit an itemized schedule for completing the scope of work.
4. Comparable Projects: Description of related, recent project experience and role of key staff.
5. References: Three (3) references from similar projects.
6. The Offeror must provide a Certificate of Liability Insurance.
7. Itemized cost for services with lump sum total.

**Selection Process:** Proposals will be weighed according to the scoring breakdown below.

Evaluation Criteria	Possible Score	Weight
Qualifications of Firm	0-5	30%
Previous related work and references	0-5	20%
Project schedule/installation plan	0-5	20%
Proposal Price	0-5	30%
Total	0-5	100%

**0= Does not meet.** Response does not comply substantially with requirements or is not provided.

**1=Weak.** Response was poor related to meeting the objectives

**2= Weak to meets.** Response indicates the objectives will not be completely met or at a level that will be below average

**3= Meets.** Response generally meets the objectives or expectations

**4= Meets to strong.** Response indicates the objectives will be exceeded

**5= Strong.** Response significantly exceeds objectives in ways that provide tangible benefits or meets objectives.

**Evaluation Criteria**

The Offeror's proposal must be complete in its content such that it addresses, in detail, how it meets all requirements of the RFP.

**Evaluation and Selection**

The final decision will be based on the overall RFP response that is deemed most advantageous to the City, based on the information provided.

**Contract Award**

The City of Clemson is not, by virtue of issuing this RFP, obligated to enter into a contract and reserves the right to not issue a contract as a result of this solicitation.

**RFP Timeline:**

June 19, 2019	Issue RFP in South Carolina Business Opportunities
July 9 and 10, 2019 @ 11:00am:	Mandatory pre-proposal meeting at the Keith Street Parking Deck located at 1 Keith Street. Clemson, SC 29631
July 19, 2019	Deadline to submit questions
July 25, 2019 @ 2:00pm	Deadline for receiving proposals and public reading at Clemson City Hall, Suite 1. Clemson, SC 29631.
August 5, 2019	City Council to consider project award