

Request for Qualifications for Lake Land College Wayfinding

General

Provide five copies of your firm's qualifications by 2:00 pm Central Time, June 25, 2015 in the Office of the Director of Facilities Planning, Lake Land College, Mattoon, 5001 Lake Land Blvd, Illinois 61938. Facsimile responses will not be accepted. Proposals received after 2:00 pm will not be considered.

The outside of the envelope shall be clearly marked:

"LAKE LAND COLLEGE WAYFINDING RFQ"

Questions regarding this Request for Qualifications or regarding submitted proposals, should be directed to Mike Kasdorf, Director of Facilities Planning, (217) 234-5431, mkasdorf@lakelandcollege.edu.

The selection committee will select the firms to be interviewed. Those firms selected to be interviewed will be informed of the exact time and place of the interview at a later date.

Project Description

Locations:

Lake Land College 5001 Lake Land Blvd, Mattoon, Illinois 61938

Lake Land College Workforce Development Center, 305 Richmond Ave. East, Mattoon, Illinois

Kluthe Center for Higher Technology & Education, 1204 Network Center Blvd, Effingham, IL 62401

Eastern Region Center - Marshall Illinois, 224 S. 6th St, Marshall, IL 62441

Western Region Center - Pana Illinois, 600 East 1st St, Pana, IL 62557

Scope: Lake Land College is seeking Qualifications of Consultants to improve wayfinding on its campus and throughout the facilities described above.

Proposals

The following content will be evaluated by the committee and be used as the basis for selecting firms to be interviewed, and the final selection of a wayfinding consultant. Brevity and clarity are highly valued. Proposals shall be arranged in the following order and be organized for ease of understanding:

Introductory Letter

Prepare an executive summary stating your understanding of the project, why your firm should be chosen and any general information you wish the College to consider about the proposal.

Firm Information

Provide examples of your experience with wayfinding systems of similar size and scope.

Provide additional information for projects cited as Relevant Project Experience including:

- Materials manufacturers' names and contact information
- General Contractor's contact information
- Project Description including:
 - Facility type
 - Addition, renovation or new construction
 - Original project budget
- Names, roles and responsibilities of each your firm's team member involved
- Your firm's project manager's name and contact information
- Evaluation of project including:
- Include one set of photographs (no larger than 8½" x 11") and/or drawings (no larger than 18"x24") for each of the referenced projects including interior and exterior views. These items will be returned upon request.

Design Philosophy and Implementation:

Provide a narrative description of the firm's approach to the Project Program. Specific discussion should include:

- Communication and Coordination with the Using Agency
- Project Management Methods
- Cost estimating Procedures
- Program Development and Review Methods

Quality Assurance

Expected project milestones

Describe in detail the proposed on-site commitment during design and construction.

Provide a detailed explanation of how you intend to verify system functionality.