

**Request for Proposals**  
**Industrial Park Sign Permitting and Design**  
**Consulting Service**



**Mineral County Development Authority**  
**87 N Main Street**  
**Keyser, WV 26726**

**Project Type: Industrial Park Sign Permitting and Design**  
**Consulting**

**Proposals Due By: August 3, 2018, 5 p.m.**

**Executive Director: Kevin Clark**

**Contact Information: Office: 304-788-2233**

**Email: [kclark@mineraleda.com](mailto:kclark@mineraleda.com)**

## 1 Scope of Work

The Mineral County Development Authority is requesting proposals from licenses siph consulting and design firms. The Keyser Industrial Park installed its sign in August of 1985. Over the years, the sign has deteriorated and isn't as modern as other signs of its kind. The MCDA would like to keep its current permit through the WV DOH, but would consider adapting the current permits or obtaining new permits to better meet the needs of the new sign for the park. **This RFP will be split into two phases.**

**Phase 1: Permits and Planning.** Firm will research and guide the process of determining and acquiring the correct permits needed to comply with state regulations regarding the sign. Other location and permitting options will be researched by the firm to ensure adequate benefit from MCDA's sign investment. At the completion of Phase 1, MCDA will decide if Phase 2 is desired to be completed to move forward.

**Phase 2: Design and Engineering.** Firm will work with MCDA and DOH to design and engineer a sign that meets all specifications and requirements desired by MCDA and WV DOH.

The purpose of this Request for Proposal (RFP) is to provide interested vendors the necessary information for preparing quotes for the services that will meet the Development Authority's specific needs. The purpose of the RFP is to award a contract that guarantees response time, costs and firm experience for the Development Authority project.

## 2 Description of Firm and Capabilities

Provide a history and description of your firm and its capabilities with regards to this RFP. Please identify partnering firms in the RFP proposal.

### **3 Experience**

Please summarize your experience providing to either governmental and/or related agencies. In addition, briefly explain work performed on the State of West Virginia sign permitting process.

### **4 Other Information**

Please discuss any other factors not mentioned above which you believe are relevant to the MCDA's selection of your firm.

### **Response Information**

Mineral County Development Authority is not obligated to enter into any contract on the basis of any submittal in response to this RFP. MCDA reserves the right to request additional information from any firm submitting under this RFP if it is deemed that such information is necessary to further evaluate the firm's qualifications. MCDA reserves the right to interview any firm submitting under this RFP. Firms shall be responsible for all costs associated with the firm's submittal and associated costs are not reimbursable.

Mineral County Development Authority reserves the right to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time.

## Submission Requirements

A. Responses to this RFP shall be submitted in accordance with the following requirements:

1. proposals must be mailed or emailed to the the address below **no later than 5:00 pm on**. Late submittals will not be accepted.
3. Qualification packages shall be addressed to:

[Kclark@mineraleda.com](mailto:Kclark@mineraleda.com)

OR

Mineral County Development Authority  
87 N Main Street, Suite 1  
Keyser, WV 26726

## RFP Schedule

Event/Activity	Date
Distribution of RFP	7/18/18
Proposals Due	8/3/18
Board Review and Approval	8/21/18

## **Proposer's Information**

Please fill this out but feel free to provide the following information separately in your proposal as well

### **Respondent Profile**

a) Legal name of Respondent's company: \_\_\_\_\_

Address of principal place of business: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b) Address of office that would be providing service under the Agreement:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

c) Number of years in Business: \_\_\_\_\_

d) State of incorporation: \_\_\_\_\_

e) Number of Employees: \_\_\_\_\_

# **\*Please attach any licenses and/or insurance certificates\***

## **BID PROPOSAL COSTS**

### **Phase 1**

As stated above, for Phase 1, firm will be responsible for contacting and negotiating all permits for the sign, as well as, designating where the sign will be placed at the Industrial Park once construction is complete. Please state below the firm's cost estimates with hourly rates and a **not to exceed** price for Phase 1.

### **Phase 2**

As stated above, for Phase 2, firm will be responsible for designing the new sign, as well as, engineering the sign and pole to MCDA's and Permit specification. Please state below the firm's cost estimates with hourly rates and a **not to exceed** price for Phase 2.