



REQUEST FOR SIGNAGE CONSTRUCTION AND INSTALLATION

Project Description

Kerr-Tar Regional Economic Development Corporation (KTREDC) is requesting proposals from qualified firms or individuals to provide design, fabrication, and installation services for signage at Triangle North Franklin Business Park, Airport Road, Louisburg, NC.

Services Requested

The area of installation is located at the Triangle North Airport, at the corner of Airport Road and US Hwy401 and rests in the public right of way adjacent to the road. The area where signage is desired is approximately 50' x 50'.

Signage Requirements and Budget:

Triangle North Executive Airport and Triangle North Franklin Business Park each maintain operations at the site and each have logos and applicable branding that may or may not be used in sign design. Logos specifications will be provided.

The sign should:

- Draw attention to the location through visual appeal
- Have good visibility and be easy to read from a distance
- Should allow for multidirectional views
- Must comply with all local regulations regarding signage and also NCDOT right of way signage requirements.

Timeline:

- January 27, 2021-RFQ distributed to solicit bids
- February 5, 2021 at 2pm-onsite property review and Q+A for qualified firms and individuals
- February 17, 2021 -Proposals due from firms
- February 24, 2021-Firm selected
- TBA-recommendation made to award contract to the Triangle North Board of Directors

Requirements

All proposals must provide the following:

1. Description of the firm and principal services provided; including a brief statement of qualifications of the firm that pertain to this project
2. Unit price information including a description of any reimbursable costs
3. Estimated project schedule and task determination

Selection Process

Determination will be done by KTREDC based on responses timing and qualifications. KTREDC will attempt to negotiate a contract with the selected firm but reserves the right to negotiate with another qualified firm if a satisfactory arrangement cannot be reached.

Evaluation Criteria

Proposals will be evaluated on a combination of the criteria shown below which are intended as general guidelines for the selection committee's evaluation method. Percentage weights are approximate.

1. Organization/company (45%): Technical capabilities, qualifications, ability, and experience of the firm and of the proposed staff.
2. Location of Firm and Key Personnel (25%): Preferences may be given to firms with location(s) of key personnel that are conducive to proper and efficient management of this contract.
3. Timeliness (30%): Preference may be given to firms that can complete the work within the least amount of time.

Right to Reject Proposals

KTREDC reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All reports rendered to KTREDC shall be the exclusive property of KTREDC.

Insurance

The Selected firm shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to KTREDC, authorized to do business in the State of North Carolina, the following insurance:

- AUTOMOBILE LIABILITY - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than \$1,000,000 per person/\$2,000,000 per accident, and property damage limits of not less than \$1,000,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.
- COMMERCIAL GENERAL LIABILITY - Bodily injury and property damage liability shall protect the selected firm, and any sub-contractor performing services under this contract, from claims of bodily injury or property damage which arise from operation of this contract, whether such operations are performed by the selected firm, any sub-contractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/\$2,000,000 aggregate and \$1,000,000 property damage each occurrence/\$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and

advertising injury liability and contractual liability in an amount not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

- **WORKERS' COMPENSATION** - Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Worker' Compensation insurance shall have at least the following limits: Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.
- **PROFESSIONAL LIABILITY INSURANCE** – Having policy limits of not less than \$1 million per claim and \$2 million annual aggregate, with coverage extending to all professional services of the selected firm within the scope of this agreement.

Original certificates of such insurance will be furnished and shall contain the provision that KTREDC will be given thirty (30) days written notice of any intent to amend or terminate by either the selected firm or the insuring company.

Termination

KTREDC reserves the right to cancel the whole or any part of a contract issued as a result of this RFQ due to failure of the Contractor to carry out any term, promise or condition of the contract. KTREDC will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract. Termination will be 30-day's notice by either party, at any time.

Not A Contract

This RFQ is not a contract and creates no legal rights for persons or entities submitting proposals.

Proposal Due Date

Responses for this proposal for services should be sent via email to info@kerrtarcog.org and **received no later than noon on February 17, 2021.**

Contact Information

After the Request for Qualifications issue date, all communications between KTREDC and prospective firms shall be in writing. No exceptions. Any inquiries, requests for clarity, technical questions, or additional information should be directed to Diane Cox at info@kerrtarcog.org.