

NATIONAL YOUTH SCIENCE FOUNDATION, INC.

P.O. Box 3387, Charleston, WV 25333-3387

One Clay Square, Charleston, WV 25301

(304) 205-9724 voice • (866) 833-0875 fax

<http://bit.ly/NYSFPurchasing> • bid@nysf.com



REQUEST FOR PROPOSAL

Due: 12:00 Noon EDT, Wednesday, July 20, 2016

Design, Fabrication, and Installation of Interior and Exterior Signage
For the National Youth Science Center (NYSCenter)
Located on RiverStone Road, Davis, Tucker County, WV 26260

Request for Proposals: Design, Fabrication, and Installation of Interior and Exterior Signage
For the National Youth Science Center (NYSCenter)

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1.0 Project Announcement

- 1.1 NOTICE IS HERBY GIVEN that a request for proposal (RFP) regarding design, fabrication, and installation of interior and exterior signage for the National Youth Science Center will be received until 12:00 Noon EDT, Wednesday, July 20, 2016 at the offices of the National Youth Science Foundation, Inc., One Clay Square, Charleston, WV 25301, or P.O. Box 3387, Charleston, West Virginia 25333-3387.
- 1.2 Additional Request for Proposals (RFP) packages and supplemental background information including any and all maps and plans, are available at the Offices of the National Youth Science Foundation, Inc., One Clay Square, Charleston, WV 25301, or P.O. Box 3387, Charleston, West Virginia 25333-3387 or by download at <http://bit.ly/NYSFPurchasing> .
- 1.3 National Youth Science Foundation, Inc. reserves the right to modify the terms of this RFP, to waive any informalities, to reject any and all submittals, and to negotiate with any respondent to the RFP.
- 1.4 Proposals will be evaluated based on aesthetics, cost, timeliness, and other factors.

2.0 Project Management

- 2.1 Project Contact: Andrew N. Blackwood, Ed.D., Executive Director
National Youth Science Foundation, Inc.
P.O. Box 3387, Charleston, WV 25333-3387
(304) 205-9724 voice, (866) 833-0875 fax
- 2.2 Screening Committee: Ronald G. Pearson, Chair
Andrew N. Blackwood, Ed.D., Executive Director
John Giroir, NYSC Director
- 2.3 Board of Trustees: Ronald G. Pearson, Chair

3.0 Instructions to Respondents

- 3.1 Proposal package must include a sample sign design integrating the National Youth Science Foundation logo (available for download at <http://bit.ly/NYSFPurchasing>) and should prominently display the facilities name, National Youth Science Center.
- 3.2 Proposal must include an itemized cost proposal that addresses the minimum elements of the Scope of Services and Products (see Section 5.0).
- 3.3 Interested parties may obtain the Request for Proposal (RFP) from the National Youth Science Foundation, Inc. whose address appears in Section 1.1 Project Announcement.
- 3.4 Proposal must be submitted in a sealed package marked with the name of the respondent and the words “**NYSCenter – Signage Proposal**” marked on the outside of the package.

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- 3.5 Respondents shall submit ONE ORIGINAL proposal package with all required submission items bearing original signatures and duly marked “original” along with **THREE ADDITIONAL COPIES**.
- 3.6 Respondents assume the risk of any delay in the mail. Whether sent by mail or by personal delivery, Respondent assumes responsibility for having its proposal packages deposited on time at the offices of the National Youth Science Foundation, Inc. The National Youth Science Foundation, Inc. reserves the right to not consider any packages received after the designated time in the Project Announcement.
- 3.7 Statement affirming that the Respondent or the respective firm is licensed in construction contracting in the state of West Virginia.
- 3.8 Any deviations from the RFP shall be so noted in the letter of interest and fully explained by the Respondent. Deviations will be analyzed and, if deemed to be in the best interests of the National Youth Science Foundation, Inc., specification requirements may be waived or modified.
- 3.9 It shall be the responsibility of each Respondent to call to the attention of the National Youth Science Foundation, Inc., by a writing submitted through the Project Contact named above any apparent discrepancy in the RFP or any questions of interpretation thereof. Failure to do so constitutes acceptance as written.
- 3.10 The National Youth Science Foundation, Inc. reserves the right to reject any or all submittals, to re-advertise and negotiate with any qualified sources or to alter the scope of services.
- 3.11 The National Youth Science Foundation, Inc. reserves the right to revise or amend the requirements of the RFP prior to the receipt deadline by written addenda to be published at <http://bit.ly/NYSFPurchasing>.
- 3.12 Respondents shall be notified in writing of their status at the time a Respondent is contracted for services.
- 3.13 Packages lacking any of the submittals that are required in this RFP may be considered by the National Youth Science Foundation, Inc. to be incomplete and non-responsive, and rejected without opportunity for supplementation or correction.
- 3.14 Proposals shall be evaluated by the members of the screening committee based on criteria created to identify the Respondent, which appears to be capable of providing the highest quality service and in the best interests of the National Youth Science Foundation, Inc., with special consideration of the Foundation’s mission and programs that they have been selected for further consideration
- 3.15 The selected Respondent shall be required to sign a National Youth Science Foundation, Inc. contract for implementation of the work of this project. The National Youth Science Foundation, Inc. will not sign any company’s service contract, or any other form of agreement. The National Youth Science Foundation, Inc. reserves the right to extract certain language from a company’s

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agreement and incorporate it into a National Youth Science Foundation, Inc. contract, if mutually agreeable to both parties.

- 3.16 The apparent silence of the RFP as to any details or the omission from it of a detailed description concerning any point shall be interpreted as meaning that only the best commercial practices are to prevail and that only materials and workmanship of first quality shall be used, specified or accepted.
- 3.17 Any and all confidential materials shall be submitted in a separate envelope clearly marked with the word CONFIDENTIAL on the outside. All confidential materials submitted shall be so clearly marked on the top of each page as CONFIDENTIAL. All other materials submitted in response to the specifications and requirements contained herein shall be considered non-confidential.
- 3.18 All proposals submitted to the National Youth Science Foundation, Inc. become the property of the National Youth Science Foundation, Inc.

4.0 Indemnification and Insurance

- 4.1 The selected Respondent shall indemnify, defend and hold harmless the National Youth Science Foundation, Inc. and their respective officers, agents, servants and employees from and against all claims, damages, losses and expenses, including but not limited to attorneys’ fees, arising out of or resulting from the Respondents negligent acts, errors or omissions in the performance of the services under this agreement.
- 4.2 With respect to its indemnification obligation hereunder, the selected Respondent hereby assumes the entire responsibility and liability for any and all damages or injury (including death resulting therefrom) to employees of the Respondent caused by, resulting from, arising out of or occurring in connection with the performance of the services under the future contract agreement, and if any claims for such damage or injury (including death resulting therefrom) be made or asserted, whether or not such claims are based upon the National Youth Science Foundation’s, Inc. alleged or actual negligent acts, errors or omissions, Respondent agrees to indemnify, defend and hold harmless the National Youth Science Foundation, Inc., and their respective officers, agents, servants and employees from and against all such claims, damages, losses and expenses, including, but not limited to attorney’s fees, that they may directly or indirectly sustain, suffer or incur as a result thereof.
- 4.3 The selected Respondent shall, during the performance of the scope of services, maintain the following insurance in the types and amounts, and with insurers satisfactory to the National Youth Science Foundation, Inc.:

- Worker’s Compensation: Statutory requirements at the locations of Work and in accordance with the Contractor’s established program for employees.
- Employer’s Liability:
 - \$500,000 Bodily Injury by Accident (Each occurrence)
 - \$500,000 Bodily by Disease (Policy Limit)

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	<ul style="list-style-type: none">• \$500,000 Bodily Injury by Disease (Each Person)
Comprehensive General Liability:	\$1,000,000/per occurrence; \$2,000,000/general aggregate
Automobile:	\$1,000,000 Combined Single Limit per accident
Professional Liability:	\$1,000,000

Prior to commencing performance of the work the selected Respondent shall furnish the National Youth Science Foundation, Inc. with a Certificate of Insurance as evidence of the required insurance and such Certificate shall provide for ten (10) days written notice to the National Youth Science Foundation, Inc. prior to cancellation thereof.

5.0 Outline of Scope of Services and Products

5.1 Statement of Project

5.1.1 The National Youth Science Foundation, Inc., a 501(c)(3) nonprofit corporation, seeks contracting services for design, fabrication, and installation of interior and exterior signage for the National Youth Science Center located in Tucker County near Davis, West Virginia. The NYSCenter will house the National Youth Science Camp[®], the Youth Science Discovery Experience, and other programs of the National Youth Science Foundation. All signs should integrate the National Youth Science Foundation logo (available for download at <http://bit.ly/NYSFPurchasing>) and should prominently display the facilities name, National Youth Science Center.

5.1.2 Signage needed includes the following:

- Sign marking the entrance to the National Youth Science Center visible to motor vehicle traffic approaching RiverStone Road on United States Route 48 (Corridor H) from both directions. This sign must meet any and all regulations of the West Virginia Division of Highways.
- Sign identifying the Research Support Building (139 RiverStone Road) visible to motor vehicle traffic along RiverStone Road.
- Sign(s) identifying the Research and Education Center (494 RiverStone Road) visible to motor vehicle traffic along RiverStone Road. Sign(s) should direct traffic to designating parking, deliveries, and main entrance.
- Sign designating the entrance to the Research and Education Center.
- Sign designating the entrance to the NYSCenter South Campus visible from Camp 70 Road placed adjacent to the Judge Ronald G. Pearson Bridge.

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- Sign designating the gravel road from Camp 70 Road toward the Research Education Center.
 - A digital file that includes basic design features of signs that can be used to print small signs on an as needed basis.
 - Other signs identified by the National Youth Science Foundation, Inc. after the
- 5.1.3 The National Youth Science Foundation, Inc. will provide all criteria and full information as to its Requirements for the Project and designate a person to act with authority on National Youth Science Foundation's, Inc. behalf in respect of all aspects of the Project.
- 5.1.4 The National Youth Science Foundation, Inc. will examine and respond promptly to the selected Respondent's submissions and give prompt written notice whenever it observes or otherwise becomes aware of any defect in the work.

6.0 Project Schedule

- 6.1 **Tuesday, June 21, 2016:** The complete Request for Proposal (RFP) packet will be available at <http://bit.ly/NYSFPurchasing> and at the offices of the National Youth Science Foundation, Inc., One Clay Square, Charleston, WV 25301.
- 6.2 **12:00 Noon EDT, Wednesday, July 20, 2016:** Requests for Proposal (RFP) must be received at the offices of the National Youth Science Foundation, Inc.
- 6.3 **Week of July 25, 2016 (anticipated):** Selection announced.