

City of Manning
Request for Proposal

Design services for the development of a way finding signage system for the City of Manning.

Background

This system would be a comprehensive system directing people to various government and recreational sites in Manning.

The owner is looking for the following:

1. Overall design for signs
2. Recommendations for sign placement
3. Assistance with required specifications as outline by the South Carolina Department of Transportation
4. Assistance with sign fabrication

As this proposal covers design and location of the signs, please provide the following information to support design services:

1. Provide the following information:
 - a. Name of Firm
 - b. Complete address
 - c. Contact Person
 - d. Telephone number
 - e. Fax number
 - f. Internet address
 - g. Email address
2. Former Work Experience
 - a. Examples of other projects
 - b. Current Work Load
3. Special Design Concerns
 - a. The City wishes to incorporate the following locations into the way finding system:
 - i. Billie S Fleming Protective Services Center (Manning Fire and Police Station)
 - ii. Breedin Garden Room
 - iii. Clarendon County Administration Building
 - iv. Clarendon County Archives
 - v. Clarendon County Behavioral Health Center
 - vi. Clarendon County Chamber of Commerce
 - vii. Clarendon County Community Complex
 - viii. Clarendon County Courthouse

- ix. Clarendon County Fire and Sheriff's Department
- x. Clarendon County Historical Society Museum
- xi. Clarendon County Judicial Center
- xii. McLeod Health Clarendon
- xiii. Department of Health and Environmental Center
- xiv. Department of Social Services
- xv. Harvin Clarendon County Library
- xvi. Historic Downtown Manning
- xvii. Manning City Hall
- xviii. Manning City Parks – Rex Josey, Memorial Street, Gibbons Street, and Bellwood
- xix. Manning Farmers Market
- xx. Manning Judicial Center
- xxi. Public Parking Lots
- xxii. US Post Office
- xxiii. Walking Trail Markers
- xxiv. Weldon Auditorium

4. Legal Concerns

- a. Explain your General Liability Insurance coverage
- b. Explain your Professional Liability Insurance coverage

5. Fees

- a. Provide information on your preliminary fee structure based on the scope indicated above, including anticipated reimbursable costs.
- b. Submit a schedule of hourly rates by employee classifications, including terms and rates of overtime for additional work if requested.

Please submit proposals to Scott Tanner/City Administrator by 5 pm Tuesday, July 31, 2018. Proposals may be submitted by mail to the City of Manning, PO Box 546, Manning, SC 29102. They may also be delivered to Manning City Hall, 29 W. Boyce Street, Manning, SC 29102.