



Request for Quotes

Signage

In support of relocating PA CareerLink® Allegheny East to
300 Penn Center Boulevard, Pittsburgh, PA 15235

RFQ Release Date:

March 1, 2024

Proposals Due:

March 29, 2024 at 11:59 pm ET

Partner4Work
650 Smithfield Street, Suite 2400
Pittsburgh, PA 15222
RFQ@partner4work.org

Partner4Work (TRWIB, Inc.) is an equal opportunity employer.

Auxiliary aids and services are available upon request to persons with disabilities.

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About Partner4Work

TRWIB, Inc. (dba "Partner4Work") is the workforce development organization that connects funding, expertise, and opportunities to develop a thriving workforce in Pittsburgh and Allegheny County. With a budget of more than \$25 million in public and private workforce funds, Partner4Work delivers a comprehensive portfolio of programs and initiatives for adults and youth to ensure that current and future needs of employers, job seekers, and underemployed workers are met. Find out more about Partner4Work at: www.partner4work.org

About PA CareerLink®

PA CareerLink® is a proud partner of the American Job Center network, designed to provide a full range of assistance to job seekers under one roof, including training referrals, career counseling, job listings, and similar employment-related services. PA CareerLink® transforms the landscape of how job seekers find family sustaining jobs and how employers find the skilled candidates they need by providing user-friendly, premiere workforce development, career, and training services throughout Pennsylvania. Find out more about PA CareerLink® at: www.pacareerlink.pa.gov or www.careerlinkpittsburgh.com

Purpose of this RFQ

Partner4Work is seeking quotes from qualified vendors to design and install signs for PA CareerLink® Allegheny East, in support of its future location at 300 Penn Center Boulevard, Pittsburgh, PA 15235. The new space for PA CareerLink® consists of approximately 12,000 square feet, currently under construction, with substantial completion estimated in June of 2024. Interested and qualified vendors are requested to provide quotes based on the information within or appended to this RFQ. Partner4Work has retained CBRE as its technical representative in managing the relocation of PA CareerLink® Allegheny East. In this capacity, and upon Partner4Work's approval, the successful bidder will engage and coordinate with CBRE and other representatives of Partner4Work in performing the services described in this RFQ.

Summary of Work

A general description of the work required through this RFQ is described in this section. However, this RFQ contains appendices to communicate the basis of design and other important requirements. All bidders should carefully review this RFQ and its appendices to fully understand the work required before submitting a proposal in response to this RFQ.

The successful bidder will be responsible for designing, permitting (as necessary), achieving landlord approval, procuring/fabricating, and installing signs for PA CareerLink® Allegheny East at its new location of 300 Penn Center Boulevard, Pittsburgh, PA 15235. The new space is currently under construction. When complete, the space will be utilized by a mixture of office staff (approximately 35 to 40 individuals), customers seeking services, and visitors from partner agencies attending meetings or serving customers. Relocation of PA CareerLink® staff is expected in June 2024, with services opening to the public in July 2024. Partner4Work will prioritize quotes from bidders able to complete the work described in this RFQ by June 30, 2024; however, bidders are requested to submit quotes that include the most accurate and realistic timeframes for completion. The timeline of relocation for PA CareerLink® Allegheny East is subject to change.

The information in this RFQ is intended to provide interested bidders with an accurate understanding of Partner4Work's requirements. Any discrepancies or omissions found in the documents of this RFQ, including conflicts with industry standards, should be brought to the immediate attention of Partner4Work, who will review and decide whether and how to resolve such issues.

The successful bidder will be responsible for managing and coordinating all aspects of the work with the building owner/manager, general contractor, furniture contractors, municipal officials, and other project stakeholders, as required. Bidders must be aware of the building and related conditions that may impact performance of services. The successful bidder will not be required to utilize union labor, although bidders may choose to propose doing so. However, all labor utilized to complete the work described in this RFQ must be compensated at a wage of no less than the

prevailing wage for work of a similar character in the locality where the work is performed (see appendices for prevailing wages applicable to work conducted through any agreement resulting from this RFQ).

Building Description. The site of PA CareerLink’s® new office will be 300 Penn Center Boulevard, Pittsburgh, PA 15235. The building is part of an office campus known as Penn Center East. The new PA CareerLink® office will be located on the eighth floor of building number three and occupy approximately 12,000 square feet, comprising the entire floor. See appendices of this RFQ for further information on the floor plan, access requirements, and other specifications.

When conducting work within the building, the selected bidder must follow related rules and regulations issued by the Landlord, summarized below and in the appended Alterations Rules and Regulations document:

- The lobby floor must be protected by use of Masonite.
- Noise policy – No hammer drilling or loud construction noise during normal business hours 8:30 am – 5 pm.
- All cable run above the ceiling must be secured with approved mounting brackets, J Hooks, etc.
- Will need to coordinate with management for access into tenant suites on the floor below.
- All construction traffic must use the padded elevator (on the left), see above times for hauling of materials.

Signage Description. The selected bidder will design and install the following types of signs.

1. **Typical Interior Office Signage.** Functional signs typically found in multi-use office spaces communicating basic information to staff and customers, such as room names or numbers, directions, or customer instructions. The current space design for the new office (see appendices) includes 5 private offices, 1 kitchenette, 3 conference rooms, 4 small consultation rooms, 1 career resource center, 1 computer assessment lab, 1 large multipurpose room, and an open office area with workstations. The successful bidder does not need to provide signage required by law or code, which will be handled by the landlord, including but not limited to life safety and accessibility signage. See appendices for a basic floor plan illustrating the office space.
2. **PA CareerLink® Interior Reception Sign.** PA CareerLink® logo/brand sign located in the reception area, likely to be placed on the front panel of the reception desk/station. Exact location, size, and materials for the interior reception sign to be determined in consultation with the selected bidder. See appendices for an example of interior PA CareerLink® signage used in another location.
3. **PA CareerLink® Exterior High-Wall Sign.** PA CareerLink® logo/brand sign located on the top exterior of the building. Exact location, size, and materials for the exterior high-wall sign to be determined in consultation with the selected bidder. See appendices for anticipated position on the building and basis for design.
 - a. Partner4Work is exploring the possibility of lighting the high-wall sign, although the likelihood of using lighting is low. The selected bidder will be required to provide consultation to Partner4Work and PA CareerLink® regarding options, requirements, and pricing for an illuminated high-wall sign.

PA CareerLink® Style Guidelines. The selected bidder must follow the below style guidelines from the PA Department of Labor & Industry. Partner4Work will work closely with the selected bidder to understand these guidelines and ensure all designs are in compliance.

- [Workforce Delivery System Common Identifier](#)
- [Style Guide for the Implementation of the American Job Center® Identifier & PA CareerLink® Rebranding](#)

Timeline

The below table of important project dates is subject to change.

Important Project Dates	
Release of RFQ	March 1, 2024
Questions regarding this RFQ due	March 22, 2024, by 11:59 pm ET
Proposals due	March 29, 2024, by 11:59 pm ET
Estimated notification to bidders	Early April 2024
Contract execution and commencement	Mid/Late April 2024

Consultation, design, ordering, installation	April - July 2024
Date when all work described in this RFQ should be complete	Priority given to bidders able to complete work by June 30, 2024

Who can apply?

Interested and qualified vendors are requested to provide proposals. Successful bidders will have demonstrated experience and expertise managing projects similar to the size and scope described in this RFQ. Bidders must be in good standing with the federal government, not debarred, and have proof of insurance and a Unique Entity ID. Bidders currently barred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by a Federal, State, City or County department/agency, quasi-governmental agency, or Partner4Work are ineligible to apply.

Bidder Competency. All applicants must have the technical competence, knowledge and expertise, management and administrative capabilities and capacity, professional staff, financial resources and stability, and administrative and fiscal systems to carry-out the work described in this RFQ. Applicants must meet high standards of public service and fiduciary responsibility. Partner4Work requires assurance that the selected applicant’s performance of the terms and conditions of any agreement resulting from this RFQ be undertaken in accordance with the highest level of integrity and business ethics. Applicants must be able to implement a system of self-monitoring, including the review of key data related to performance, quality assurance, financial integrity and accuracy. If Partner4Work determines, at its sole discretion, that the selected applicant is not responsible, that it does not possess the administrative, fiscal, and/or technical resources and capabilities necessary to successfully perform under the terms and conditions of an agreement, it shall terminate the agreement immediately.

Insurance Requirements. Bidders must provide a certificate of insurance evidencing the existence of coverage, as required by Partner4Work and the Landlord. Reference the Proposal Cover Sheet for Partner4Work’s insurance requirements and the appendices for the Landlord’s insurance requirements.

How to Apply

Interested and qualified bidders must submit proposals by March 29, 2024 at 11:59 pm ET to RFQ@partner4work.org. Emails must have the subject line “PACL Sign Services [Organization name].” Late or incomplete proposals will not be considered. Proposals must contain all the content below in the same general order illustrated.

- 1. Cover Sheet** – Use template provided. (See Partner4Work webpage for this RFQ)
- 2. Executive Summary** (maximum 1 page). Provide a concise description of the proposed services and related products. Describe the organization’s qualifications and alignment with the services sought by this RFQ.
- 3. Project/Service Description** (maximum 2 pages). Describe the services and related products proposed and demonstrate how they meet all requirements identified in this RFQ and its appendices. Provide a description of how the project will be effectively managed. Include a timeline and schedule of activities to demonstrate capability of meeting the key dates in this RFQ. Partner4Work will prioritize quotes from bidders able to complete the work described in this RFQ by June 30, 2024; however, bidders are requested to submit quotes that include the most accurate and realistic timeframes for completion.
- 4. Past Performance** (maximum 1 page). Provide two examples of past performance similar to the size and scope of this RFQ, performed within the past 3 years. Include name and address, period of performance, and points of contact with correct information. Partner4Work reserves the right to use data obtained from other sources.
- 5. Proposed Pricing.** Provide a proposed pricing structure for the project, including an estimated total cost, along with a clear description of costs. Partner4Work understands that the actual total cost may need to be adjusted based on design decisions and product selections made during consultation with the selected bidder. Please include estimated alternative pricing to include lighting for the exterior high-wall sign described herein.

Bidders may submit optional attachments; however, attachments must specifically relate to the proposed project. Attachments containing general information not directly relevant to the proposal will not be considered.

Review and Selection Process

All proposals received by the submission deadline will be initially reviewed by Partner4Work for completeness and compliance with this RFQ. Proposals passing the initial review will be evaluated across each of the areas described in the How to Apply section. Select bidders may be requested to participate in presentations or discussions with Partner4Work. Selection of a proposal for award will be subject to successful contract negotiations.

Partner4Work intends to make an award decision based on best value determination, considering price and non-price factors, including those defined in the How to Apply section of this RFQ. In evaluating proposals, non-price factors combined will be approximately equal to price; however, price will rise in importance when merit among non-price factors of proposals received is comparable. Selection of a bidder for contract negotiation or award is at the sole discretion of Partner4Work.

Questions

All questions or requests for additional information must be made in writing to RFQ@partner4work.org no later than March 22, 2024, by 11:59 pm ET. Answers will be posted publicly at www.partner4work.org to make them available to the public to ensure a fair and transparent process. Interested parties are encouraged to check the website frequently for updates. Questions received after the deadline may not be answered.

Disclaimers

- [Executive Order 2021-06, Worker Protection and Investment](#) must be followed throughout this RFQ.
- This Request for Proposals (RFQ) does not commit Partner4Work to award or enter into a contract.
- Partner4Work may select a firm based on its initial proposal received, without discussion of the proposal. Accordingly, each proposal should be submitted on the most favorable terms, from a price and technical standpoint, that the bidder can submit to Partner4Work. Partner4Work may, however, have discussions with those firms it deems in its discretion to fall within a competitive range.
- Partner4Work reserves the right to request additional information from any applicant, request oral presentations from applicants, or conduct site visits with any applicant before a contract award.
- Partner4Work reserves the right to fund portions of a proposal, or to reject any and all proposals in whole or in part. Rejection of a portion of a proposal does not necessarily negate the entire proposal.
- Partner4Work may, at its discretion, adjust the level of funding provided to successful bidders under this RFQ and/or consider the funding of proposals not initially funded under this RFQ at a later date.
- No costs will be paid to cover the expense of preparing a proposal or procuring a contract for services or supplies.
- All data, material, and documentation originated and prepared by the bidder pursuant to the contract shall belong exclusively to Partner4Work and be subject to disclosure under the Freedom of Information Act, Right to Know Law, or other applicable legislation.
- The contract award will not be final until Partner4Work and the successful bidder have executed a mutually satisfactory contractual agreement. Partner4Work reserves the right to make an award without further discussion of the proposal submitted. No activity may begin prior to final Partner4Work approval of the award and execution of a contractual agreement between the successful bidder and Partner4Work.
- The submission of the proposal warrants that the costs quoted for products or services in response to the RFQ are not in excess of those that would be charged to any other individual for the same products or services provided by the bidder.
- Applicants are advised that most documents in the possession of Partner4Work are considered public records and subject to disclosure.
- Partner4Work reserves the right to issue additional RFQs if and when it is in Partner4Work's best interest to do so and, may elect to negotiate and issue multi-year contracts to successful bidders under this or subsequent RFQs.
- All programs and activities are designated as equal opportunity employers/programs. Auxiliary aids and services are available upon request to individuals with disabilities. Contact staff to request assistance with access to this RFQ.
- Applicants must be capable of agreeing to the requirements set forth in the Partner4Work contract templates, available at <https://www.partner4work.org/document/partner4work-contract-templates/>.

Appendices

This RFQ includes important appendices. A list is provided below, all of which are posted to the Partner4Work webpage for this RFQ. All bidders must carefully review these appendices before submitting a proposal in response to this RFQ.

- Appendix 1 - Proposal Cover Sheet (proposal requirement)
- Appendix 2 - PA CareerLink® Floor Plan and Sign Examples¹
- Appendix 3 - Alterations Rules and Regulations
- Appendix 4 - Certificate of Insurance Requirements
- Appendix 5 - Prevailing Wages

¹ The floor plan is subject to changes and adjustments, especially to accommodate finalized designs for furniture and construction. The PA CareerLink® Interior Sign Example and Exterior High-Wall Sign Rendering are provided for informational purposes only. Exact location, size, and materials for both signs to be determined in consultation with the selected bidder.