



## Request for Qualifications for Interior Signage

**RESPONSES DUE: September 22, 2017**

---

### **Introduction & Background**

The Deaconess Foundation (“Deaconess” or “the Foundation”) is seeking qualifications from firms to provide interior signage for its new Center for Child Well-Being (the “Center”). The Center is currently under construction at 1000 N. Vandeventer, St. Louis, Missouri 63108 with substantial completion scheduled for December 15, 2017.

A two-story building, the Center will serve as the Foundation’s headquarters; provide offices for two long term, non-profit partners; and include meeting and conference space, a classroom and chapel along with ancillary operational support space (kitchen, break areas etc.). KAI Design & Build (“KAI”) has provided design and is undertaking construction of the Center. Kwame Building Group (“Kwame”) is serving as the construction manager/owner’s representative for the project.

### **About Deaconess**

Deaconess Foundation invests in the well-being of children, engages our region around the plight of youth, and advocates for change. A ministry of the United Church of Christ, Deaconess has invested more than \$78 million to improve the health of the St. Louis community since 1998 and believes healthy, hope-filled futures for children benefit the entire region. The Foundation’s grantmaking footprint includes St. Louis, St. Louis, Jefferson, St. Charles, and Franklin Counties in Missouri and Madison, St. Clair and Monroe Counties in Illinois.

Additional information about Deaconess Foundation can be found on our website ([www.deaconess.org](http://www.deaconess.org)).

### **Scope of Services**

The selected firm will provide the following services:

- Design and fabrication or assistance in selecting an interior sign system in consultation with KAI, Kwame and Deaconess staff that meets the design standard and criteria in the attached specifications and drawings, dated May 22, 2017 (or offer an acceptable alternative);
- Develop a detailed sign location plan for the Center for review and approval by Deaconess and as applicable, Kwame and KAI;
- Provide detailed sign drawings and/or sample or cut-sheets of selected sign systems for review and approval prior to fabrication; and
- Install all signs in the Center in coordination with Deaconess, KAI and Kwame.

Interior signage should meet applicable federal, state and local laws and regulations necessary for occupancy and operation of the Center by substantial completion.

## **Qualifications**

Qualifications should address the following items:

- Project team, including subcontractors that will perform fabrication and/or installation, and firm project manager;
- Background and experience with similar projects, including scope of services provided and examples of signage designed or selected;
- Proposed approach and timeline for the project, including any recommended modifications or additions to the scope;
- Names and contact information for three references; and
- Estimated cost or range of cost to complete the project, including labor, materials, meeting time, etc.

## **Evaluation Criteria**

Qualifications will be evaluated on the quality and completeness of the response, relevant experience and prior performance and consistency with the Foundation's budget and timeline. Cost is a relevant although not necessarily decisive factor.

As part of the evaluation process, Deaconess may schedule an in-person interview.

## **Submission**

Qualifications are due Wednesday, September 22, 2017 by 3 PM. Qualifications may be submitted electronically or by providing three (3) hard copies to:

Elizabeth Noonan  
Project Manager  
Deaconess Foundation  
211 N. Broadway, Suite 1260  
St. Louis, MO 63102  
[bethn@deaconess.org](mailto:bethn@deaconess.org)  
314/562-4552

Firms may contact Elizabeth Noonan with any questions at the email or phone number above.